

# NOTICE OF MEETING

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Dear Committee Members

You are requested to attend the following meeting of Council.

**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
STANDING COMMITTEE MEETING OF  
ISAAC REGIONAL COUNCIL**

TO BE HELD ON  
**TUESDAY, 7 DECEMBER 2021**  
COMMENCING AT 9.00AM  
COUNCIL CHAMBERS, MORANBAH

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**JEFF STEWART-HARRIS**

Chief Executive Officer

**DAN WAGNER**

Committee Officer

Director Planning, Environment and  
Community Services

**Committee Members:**

Cr Kelly Vea Vea (Chair)

Mayor Anne Baker

Cr Gina Lacey

Cr Jane Pickels

Cr Viv Coleman

## LOCAL GOVERNMENT ACT 2009

### Local Government Regulation 2012

#### Chapter 8, Part 2 Local Government Meetings and Committees

#### Division 1A, Requirements for Local Government Meetings Generally

#### Section 254J Closed meetings

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.
- (2) A committee of a local government may resolve that all or part of a meeting of the committee be closed to the public.
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—
  - (a) the appointment, discipline or dismissal of the chief executive officer;
  - (b) industrial matters affecting employees;
  - (c) the local government's budget;
  - (d) rating concessions;
  - (e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government;
  - (f) matters that may directly affect the health and safety of an individual or a group of individuals;
  - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government;
  - (h) negotiations relating to the taking of land by the local government under the [Acquisition of Land Act 1967](#);
  - (i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.
- (4) However, a local government or a committee of a local government must not resolve that a part of a local government meeting at which a decision mentioned in [section 150ER](#)(2), [150ES](#)(3) or [150EU](#)(2) of the [Act](#) will be considered, discussed, voted on or made be closed.
- (5) A resolution that a local government meeting be closed must—
  - (a) state the matter mentioned in subsection (3) that is to be discussed; and
  - (b) include an overview of what is to be discussed while the meeting is closed.
- (6) A local government or a committee of a local government must not make a resolution (other than a procedural resolution) in a local government meeting, or a part of a local government meeting, that is closed.

#### Conflict of Interest Obligations

Reference is made to Section 150EL of the Local Government Act 2009. Specifically, the obligation of Councillors when they first become aware they have a conflict of interest to make the Chief Executive Officer aware in writing or if in a meeting, ensure they declare immediately.

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**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**

**STANDING COMMITTEE MEETING**

**OF ISAAC REGIONAL COUNCIL**

**TO BE HELD ON**

**TUESDAY 7 DECEMBER 2021**

**COUNCIL CHAMBERS, MORANBAH**

1. OPENING OF THE MEETING
2. APOLOGIES
3. DECLARATION OF CONFLICTS OF INTEREST
4. CONFIRMATION OF MINUTES
5. OFFICER REPORTS
6. INFORMATION BULLETIN REPORT
7. GENERAL BUSINESS
8. CONCLUSION

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## 1. OPENING OF MEETING

## 2. APOLOGIES

## 3. DECLARATION OF CONFLICTS OF INTEREST

## 4. CONFIRMATION OF MINUTES

Planning, Environment and Community Services Standing Committee Meeting of Isaac Regional Council held in Council Chambers, Moranbah, commencing 9.00am on Tuesday 9 November 2021.

## 5. OFFICER REPORTS

### 5.1 MINOR COMMUNITY GRANTS SUMMARY OCTOBER-NOVEMBER 2021

#### EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 26 October to 22 November 2021.

### 5.2 12 MONTH FIXED TERM PART TIME SALEYARDS AND AERODROME OFFICER

#### EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the appointment of an additional full-time employee to the organisation for a twelve-month period for a fixed term part time Saleyards and Aerodrome Officer to be based in Clermont.

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## 5.3 SPECIAL COMMUNITY GRANTS STANDING COMMITTEE – UPDATED TERMS OF REFERENCE AND FRAMEWORK DOCUMENTS

### EXECUTIVE SUMMARY

The purpose of this report is to request continued suspension of the Special Community Grant Standing Committee, endorse extension of the Terms of Reference through to 30 June 2022, amendments to the terms of Reference and the Community Chest Framework documentation.

## 5.4 ISAAC REGION 2022 AUSTRALIA DAY AWARDS

### EXECUTIVE SUMMARY

This report seeks endorsement for the finalisation of the Isaac Region 2022 Australia Day Award winners.

## 5.5 SERVICE ARRANGEMENTS – ISAAC REGIONAL POOLS

### EXECUTIVE SUMMARY

This report seeks the endorsement of Council to build on the management framework for Isaac Regional Pools that operate under an Operations and Management Lease arrangement. Specifically, ensuring that communities are afforded the highest levels of service, families are provided unrestricted access to join learn to swim classes and the sport of swimming is preserved and enhanced across the Region.

## 5.6 REGIONAL POOL STATUS REPORT – OCTOBER 2021

### EXECUTIVE SUMMARY

This report provides an overview of the operating and administrative status of the Region's swimming pools for the month of October 2021.

## 5.7 COVID-19 STRATEGIC RECOVERY PLAN ANNUAL REVIEW AND UPDATE

### EXECUTIVE SUMMARY

The purpose of this report is to provide Council of an Annual review update of the ongoing activities that are occurring in the delivery of the Strategic Recovery Plan and seek recommendation for the proposed amendments to the Plan as stated in this report.

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## **5.8 EXCEPTION TO THE ISAAC REGIONAL COUNCIL PROCUREMENT POLICY – GLEDEN TRADE SERVICES**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval for an exception to the Isaac Regional Council Procurement Policy number CORP-POL-122 to sole source Glenden based trades contractors for works in Glenden within the \$1,500 - \$15,000 competitive bidding requirement thresholds

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## **6. INFORMATION BULLETINS**

### **6.1 PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – DECEMBER 2021**

### **EXECUTIVE SUMMARY**

The Planning, Environment and Community Services Directorate Information Bulletin for December 2021 is provided for Committee review.

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## **7. GENERAL BUSINESS**

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## **8. CONCLUSION**

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# UNCONFIRMED MINUTES

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PLANNING, ENVIRONMENT AND COMMUNITY SERVICES  
STANDING COMMITTEE MEETING OF  
**ISAAC REGIONAL COUNCIL**

HELD ON  
**TUESDAY, 9 NOVEMBER 2021**  
COMMENCING AT 9.00AM

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 9 NOVEMBER 2021**

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**ISAAC REGIONAL COUNCIL**  
**UNCONFIRMED MINUTES OF THE**  
**PLANNING, ENVIRONMENT AND COMMUNITY SERVICES**  
**STANDING COMMITTEE MEETING**  
**HELD IN COUNCIL CHAMBERS, MORANBAH**  
**ON TUESDAY 9 NOVEMBER 2021 COMMENCING AT 9.00AM**

## ATTENDEES

Cr Kelly Vevea, Division Five (Chair)  
Mayor Anne Baker  
Cr Gina Lacey, Division Three  
Cr Jane Pickels, Division Seven  
Cr Viv Coleman, Division Eight  
Cr Sandy Moffat, Division Two (observer)

## OFFICERS PRESENT

Mr Dan Wagner, Director Planning, Environment and Community Services  
Mr Shane Brandenburg, Manager Economy and Prosperity  
Mr Michael St Clair, Manager Liveability and Sustainability  
Mr Jim Hutchinson, Manager Engaged Communities  
Ms Nishu Ellawala, Manager Community Education and Compliance  
Mr Bruce Wright, Manager Community Facilities  
Mr Mark Davey, Capital and Program Project Manager  
Ms Carenda Jenkin, Senior Officer Brand, Media and Communications  
Mrs Tricia Hughes, Coordinator Executive Support  
Ms Barbara Franklin, Executive Coordinator, Planning, Environment and Community Services  
Mrs Lavinnia Jones, Administration Officer

## 1. OPENING

The Chair declared the meeting open at 9.01am and acknowledged the traditional custodians of the land on which we meet today and paid her respects to their Elders past, present and emerging.

## 2. APOLOGIES

No Apologies this meeting.

## 3. DECLARATION OF CONFLICTS OF INTEREST

No conflicts of interest declared this meeting.

**NOTE:**

*Council acknowledges that Chapter 5B Councillors' Conflicts of Interest of the Local Government Act 2009 does not apply to a Councillor if the matter to be resolved relates to a corporation or association that arises solely because of a nomination or appointment of the councillor by the local government to be a member of the board of the corporation or association.*

## 4. CONFIRMATION OF MINUTES

Confirmation of minutes from Planning, Environment and Community Services Standing Committee Meeting held at the Council Chambers, Moranbah on Tuesday 12 October 2021.

**Resolution No.: PECS0790**

**Moved: Cr Pickels**

**Seconded: Cr Coleman**

**That the Minutes of the Planning, Environment and Community Services Standing Committee Meeting held at Council Chambers, Moranbah on Tuesday 12 October 2021 are confirmed.**

**Carried**



1. Approves a major grant application from Moranbah Netball Association to the value of \$11,398 (exc. GST) for the purpose of installing a shaded seating area at the Moranbah netball courts.
2. Approves that the grant be funded jointly from the community grants operational budgets for divisions 3, 4 and 5.

Resolution No.: PECS0792

Moved: Cr Lacey

Seconded: Cr Coleman

That the Committee recommends that Council:

1. Approves a grant of \$5,000 (excluding GST) pending additional financial information relating to the major grant application from Moranbah Netball Association.
2. Approves that the grant be funded jointly from the community grants operational budgets for divisions 3, 4 and 5 should it be approved by Council.

Carried

**NOTE:**

The Committee requests that past contributions to applicants (inclusive of facility upgrades, in-kind support and Community Grants) from Isaac Regional Council be quantified in future grant application reports.

## 5.3

### Regional Pool Status Report – September 2021

#### EXECUTIVE SUMMARY

This report provides an overview of the operating and administrative status of the Region's swimming pools for the month of September 2021.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receives and acknowledges the status of the Region's swimming pools.*



- i. Joy Cooper, Nebo Pony Club*
  - j. Terry Kerr, St Lawrence and Nebo Polo Crosse Club*
  - k. James Whitehead, Nebo Bushman's Carnival Incorporated*
  - l. Glen Shelley, Nebo Bushman's Carnival Incorporated*
- ii. Notes the Committee's review of the Nebo Showgrounds Master Plan Advisory Committee Terms of Reference*
- iii. Endorses the Nebo Showgrounds Master Plan working group membership as;*
  - a. James Whitehead/Glen Shelley*
  - b. Joy Cooper*
  - c. Cherrie Paine*
  - d. Shane Brandenburg*
  - e. Joel Redden*
  - f. Mark Davey*
- iv. Offers an invitation to Nebo Polo Crosse to nominate a member for the working group.*
- v. Notes the actions recorded from the Nebo Showgrounds Master Plan workshop held on the public consultation update and provision of a showgrounds site options analysis – refer Attachment 5.1 - Nebo Showgrounds Masterplan Advisory Committee Action List as at 14 October 2021.*
- vi. Requests report on workshop outcomes including timelines are presented to the next Committee meeting.*

**Resolution No.: PECS0794**

**Moved: Cr Coleman**

**Seconded: Cr Lacey**

**That the Committee recommends that Council:**

- 1. Receives and notes the minutes of the Nebo Showgrounds Master Plan Advisory Committee held on 14 October 2021; and**
- 2. Adopts the recommendations of the Nebo Showgrounds Master Plan Advisory Committee held on 14 October 2021, in particular, that Council;**
  - i. Endorses the following representatives as the members of the Nebo Showgrounds Master Plan Advisory Committee:**
    - a. Kelly Vea Vea, Division 5 Councillor (Chair)**
    - b. Viv Coleman, Division 8 Councillor**
    - c. Greg Austen, Division 1 Councillor (proxy)**
    - d. Dan Wagner, Director Planning Environment and Community Services**
    - e. Shane Brandenburg, Manager Economy and Prosperity**
    - f. Andrew Eaton, Business Manager Saleyards and Showgrounds**
    - g. Mark Davey, Capital and Project Program Manager**
    - h. Cherry Paine, Nebo Community Fitness Inc.**

- i. Joy Cooper, Nebo Pony Club
- j. Terry Kerr, St Lawrence and Nebo Polo Crosse Club
- k. James Whitehead, Nebo Bushman's Carnival Incorporated
- l. Glen Shelley, Nebo Bushman's Carnival Incorporated
- ii. Notes the Committee's review of the Nebo Showgrounds Master Plan Advisory Committee Terms of Reference.
- iii. Endorses the Nebo Showgrounds Master Plan working group membership as;
  - a. James Whitehead/Glen Shelley
  - b. Joy Cooper
  - c. Cherrie Paine
  - d. Shane Brandenburg
  - e. Joel Redden
  - f. Mark Davey
- iv. Offers an invitation to Nebo Polo Crosse to nominate a member for the working group.
- v. Notes the actions recorded from the Nebo Showgrounds Master Plan workshop held on the public consultation update and provision of a showgrounds site options analysis – refer Attachment 5.1 - Nebo Showgrounds Masterplan Advisory Committee Action List as at 14 October 2021.
- vi. Requests report on workshop outcomes including timelines are presented to the next Committee meeting.

Carried

## 5.5

### Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee Unconfirmed Minutes - 18 October 2021

#### EXECUTIVE SUMMARY

The purpose of this report is to present to Council the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee Meeting held on Monday, 18 October 2021.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Receives and notes the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 18 October 2021; and*
2. *Adopts the recommendations of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 18 October 2021, in particular, that Council;*
  - i. *Receives and notes the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.*

- ii. *Notes the provision of an alternate car parking location pending outcomes on the acquisition of Lot 345 on SP129972.*
- iii. *Continues to receive updates on the development of each of the Regional Recovery Partnership Funded Stage 2 Clermont Saleyards and Showgrounds Revitalisation Projects.*
- iv. *Requests a report is presented to the 29 November 2021 meeting recommending the Terms of Reference are revised to extending the term of the Clermont Showground and Saleyards Revitalisation Project Advisory Committee to align with the Regional Recovery Partnership funding term being till 31 August 2023.*

**Resolution No.:** PECS0795

**Moved:** Cr Lacey

**Seconded:** Cr Pickels

**That the Committee recommends that Council:**

1. **Receives and notes the minutes of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 18 October 2021; and**
2. **Adopts the recommendations of the Clermont Saleyards and Showgrounds Revitalisation Project Advisory Committee held on 18 October 2021, in particular, that Council;**
  - i. **Receives and notes the status of the current projects that are in progress at the Clermont Saleyards and Showgrounds.**
  - ii. **Notes the provision of an alternate car parking location pending outcomes on the acquisition of Lot 345 on SP129972.**
  - iii. **Continues to receive updates on the development of each of the Regional Recovery Partnership Funded Stage 2 Clermont Saleyards and Showgrounds Revitalisation Projects.**
  - iv. **Requests a report is presented to the 29 November 2021 meeting recommending the Terms of Reference are revised to extending the term of the Clermont Showground and Saleyards Revitalisation Project Advisory Committee to align with the Regional Recovery Partnership funding term being till 31 August 2023.**

**Carried**

## **5.6 Review of Commercial Use of Local Government Controlled Areas and Roads (Stat-Pol-055)**

### **EXECUTIVE SUMMARY**



The purpose of this report is to present proposed minor amendments to Commercial Use of Local Government Controlled Areas and Roads Policy (STAT-POL-055).

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Adopts the updated Commercial Use of Local Government Controlled Areas and Roads Policy (STAT-POL-055).**

<b>Resolution No.:</b>	<b>PECS0796</b>		
<b>Moved:</b>	<b>Cr Pickels</b>	<b>Seconded:</b>	<b>Cr Coleman</b>
<b>That the Committee recommends that Council:</b>			
1. <b>Adopts the updated Commercial Use of Local Government Controlled Areas and Roads Policy (STAT-POL-055).</b>			
<b>Carried</b>			

## 5.7

### Library Collection Development Policy

#### EXECUTIVE SUMMARY

This report seeks Council's approval to adopt a revised Library Collection Development Policy.

## OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Repeal the Library Collection Development Policy (LIB-121);**
2. **Adopts the draft Library Collection Development Policy (PECS-POL-096).**

<b>Resolution No.:</b>	<b>PECS0797</b>		
<b>Moved:</b>	<b>Cr Lacey</b>	<b>Seconded:</b>	<b>Cr Pickels</b>

That the Committee recommends that Council:

1. Repeal the Library Collection Development Policy (LIB-121);
2. Adopts the draft Library Collection Development Policy (PECS-POL-096).

Carried

## 5.8

### Community Hubs Operating Hours Review

#### EXECUTIVE SUMMARY

This report seeks Council's consideration of a permanent change to the operating hours for Community Hubs, following the previously approved four-month trial period that commenced in July 2021.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. *Approves the closure of Isaac Regional Council customer service counters and libraries in all communities except Moranbah for a period of 30 minutes each business day between 12.30pm and 1.30pm on a continuing basis following the conclusion of the four-month trial period.*
2. *Approves that established lunchtime closure practices at St Lawrence, Carmila and Middlemount libraries be aligned with the trial closure periods adopted for customer service counters in these communities to ensure consistency for community.*

Resolution No.: PECS0798

Moved: Cr Lacey

Seconded: Cr Pickels

That the Committee recommends that Council:

1. Approves the closure of Isaac Regional Council customer service counters and libraries in all communities except Moranbah for a period of 30 minutes each business day between 12.30pm and 1.30pm on a continuing basis following the conclusion of the four-month trial period.
2. Approves that established lunchtime closure practices at St Lawrence, Carmila and Middlemount libraries be aligned with the trial closure periods adopted for customer service counters in these communities to ensure consistency for community.

Carried

## 5.9

### Dry Lands to High Hopes Drought Support Initiative

#### EXECUTIVE SUMMARY

This report seeks Council's consideration to revise existing funding resolutions for community events and projects to repurpose available funding under the Dry Lands to High Hopes drought support initiative.

#### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

1. **Approves the allocation of grant funding available under the Dry Lands to High Hopes drought support initiative to fund the following projects and activities previously approved and funded from the Community Grants operational budget as follows:**
  - a) **\$530.00, SES and Emergency Services Display Day, Division 8**
  - b) **\$1,000.00, Clermont Artslink Felting Workshop, Division 6**
  - c) **\$8,000.00, Twin Hills Race Weekend (FY2021-22 only), Division 1**

Resolution No.: PECS0799

Moved: Cr Pickels

Seconded: Cr Coleman

**That the Committee recommends that Council:**

1. **Approves the allocation of grant funding available under the Dry Lands to High Hopes drought support initiative to fund the following projects and activities previously approved and funded from the Community Grants operational budget as follows:**
  - a) **\$530.00 - SES and Emergency Services Display Day, Division 8**
  - b) **\$1,000.00 - Clermont Artslink Felting Workshop, Division 6**
  - c) **\$8,000.00 - Twin Hills Race Weekend (FY2021-22 only), Division 1**

**Carried**

## 6. INFORMATION BULLETIN REPORTS

### 6.1

### Planning Environment and Community Services Information Bulletin – November 2021

## EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for November 2021 is provided for Committee review.

## OFFICER'S RECOMMENDATION

*That the Committee:*

- Notes the Planning, Environment and Community Services Directorate Information Bulletin for November 2021.**

<b>Resolution No.:</b>	<b>PECS0800</b>		
<b>Moved:</b>	<b>Cr Coleman</b>	<b>Seconded:</b>	<b>Cr Lacey</b>
<b>That the Committee:</b>			
<b>1. Notes the Planning, Environment and Community Services Directorate Information Bulletin for November 2021.</b>			
<b>Carried</b>			

### **PROCEDURAL MOTION:**

<b>Resolution No.:</b>	<b>PECS0801</b>		
<b>Moved:</b>	<b>Cr Coleman</b>	<b>Seconded:</b>	<b>Cr Pickels</b>
<b>That the Committee adjourns the meeting for morning tea at 10.41am.</b>			
<b>Carried</b>			

### **PROCEDURAL MOTION:**

<b>Resolution No.:</b>	<b>PECS0802</b>
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**Moved: Cr Lacey**

**Seconded: Cr Pickels**

**That the Committee resumes the meeting at 11.00am.**

**Carried**

## ATTENDANCE

Mayor Anne Baker was not in the meeting room at the resumption of the meeting.

## 7. GENERAL BUSINESS

### 7.1 Community Hub Model - Middlemount

Cr Pickels asked if the Middlemount office will be moving to a hub model and if so when is this scheduled.

The Manager Engaged Communities advised that Middlemount is included in the forward planning for a Community Hub, however it will be towards the end of the program (2 plus years) due to leasing and other factors.

### 7.2 Thank You Moranbah Races

Cr Lacey made a special mention and thank you to Mr Shane Brandenburg and the Economy and Prosperity team through their commitment over the past few years to see the results of the Moranbah Race Club Committee deliver a wonderful race event.

### 7.3 Nebo Business Opportunity - Tyre Recycling

Cr Coleman requested an update on if a decision has been made on whether the company looking at locating a tyre recycling facility in the Nebo area.

Manager Economy and Prosperity advised that a decision has not yet been made.

### 7.4 Clermont Friends of the Museum

Cr Vea Vea asked if the Clermont Friends of the Museum Group had ever commenced and what is the history of volunteers being what has occurred in the past and what is the opportunity for the future. What are barriers to this approach? Cr Vea Vea is looking at whether a volunteer group could be considered at Moranbah.

Cr Gina Lacey also mentioned that there previously was a Moranbah Friends of the Library program.

## **ACTION: MANAGER ENGAGED COMMUNITIES**

### **7.5 Moranbah Town Square Wi Fi Access**

Cr Vea Vea has asked when Council will be advising the public that Wi Fi access is available Moranbah Town Square

### **7.6 Acknowledgment**

On behalf of the Committee the Chair thanked Mr Jim Hutchinson for everything he has done during his time at Council as well as his and his family's involvement in the community. The Chair thanked Mr Hutchinson for being a part of our community and for the time and effort he has contributed to the community.

## **8. CONCLUSION**

There being no further business, the Chair declared the meeting closed at 11.42am.

These minutes were confirmed by the Committee at the Planning, Environment and Community Services Standing Committee Meeting held Tuesday 7 December 2021 in Moranbah.

.....  
CHAIR

..... / ..... / .....  
DATE

## MEETING DETAILS

### Planning Environment and Community Services

#### Standing Committee

Tuesday 7 December 2021

## AUTHOR

Dan Wagner

## AUTHOR POSITION

Director Planning, Environment and Community Services

## 5.1 MINOR COMMUNITY GRANTS SUMMARY OCTOBER-NOVEMBER 2021

### EXECUTIVE SUMMARY

This report summarises the minor community grants approved under delegation for the period 26 October to 22 November 2021.

### COMMITTEE'S RECOMMENDATION

*That the Committee recommends that Council:*

- Notes the minor community grants approved under delegation for the period 26 October to 22 November 2021.**

### BACKGROUND

As per Council's Community Grants Policy, as adopted on 25 August 2021, a monthly report is to be prepared for Council regarding the administrative approval of minor grants, up to the value of \$1000 (excluding GST), under delegation to the Manager Engaged Communities and in consultation with the relevant divisional Councillor/s. 4 minor grant applications (inclusive of individual and team development grants) were approved for the period 26 October to 22 November 2021, which are summarised in the table below.

### IMPLICATIONS

The table below outlines minor grants approved and funded from Community Grants operational budget/s for the applicable division/s for the period 26 October to 22 November 2021.

DIVISION	APPLICANT	VALUE	PURPOSE
3, 4, 5	Moranbah East State School	\$250	Primary School Bursary
3, 4, 5	Moranbah State High School	\$1,000	High School Bursary
8	St Lawrence State School	\$250	Primary School Bursary
2	Dysart Community Support Group	\$1,000	To host the Carols by Candlelight Twilight Markets and cover entertainer expenses

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## CONSULTATION

Divisional Councillors as applicable  
Manager Community Engagement Programs and Events  
Engaged Communities Administration Officer  
Community Relations Officers

## BASIS FOR RECOMMENDATION

To update Council on the approval of minor community grants as per the Community Grants Policy.

## ACTION ACCOUNTABILITY

Manager Engaged Communities is responsible for the administration of the Isaac Regional Council Community Grants Program.

## KEY MESSAGES

Isaac Regional Council's Community Grants budget funds local projects and activities which help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

<b>Report prepared by:</b> DAN WAGNER <b>Director Planning, Environment and Community Services</b> Date: 30 November 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 2 December 2021
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Isaac Regional Council Community Grant Guidelines



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## MEETING DETAILS

**Planning Environment and Community Services**

**Standing Committee**

Tuesday 7 December 2021

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## AUTHOR

Shane Brandenburg

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## AUTHOR POSITION

Manager Economy and Prosperity

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## 5.2

## 12 MONTH FIXED TERM PART TIME SALEYARDS AND AERODROME OFFICER

### EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the appointment of an additional full-time employee to the organisation for a twelve-month period for a fixed term part time Saleyards and Aerodrome Officer to be based in Clermont.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Approve the appointment of an additional full-time employee to the organisation for a twelve-month fixed term part time position as a Saleyards and Aerodrome Officer to be based in Clermont.***

### BACKGROUND

The Economy and Prosperity department manages a number of direct economic stimulus assets on behalf of Council including Saleyards, Showgrounds, Aerodromes and some recreational camping assets. The preceding years have seen continued growth in the business development of some of these assets and corresponding revenue and associated expenditure. From the 2018-19 to 2020/21 financial years the Clermont Saleyards has seen 68% rise in revenue and Clermont Aerodrome 39% with projections based on 2020/21 revenue to date is each asset will exceed budget again.

Refer to the attached detailed business case on justification for the position, the overview being;

- Revenue growth has been sustained and projected to continue with;
  - Clermont Saleyards Revitalisation Project and Stage 1 and 2 funding achieved for the project for \$4.29m and this investment is continuing to support business development and growth, which is also a recurring focus item of the Clermont Saleyards Committee with Council, agents and industry at the table.
  - Clermont Livestock agents having committed in 2021 to doubling cattle sales from monthly to bi-monthly and is set to continue in 2022.
  - The Clermont Aerodrome has also seen growth built on a number of factors including focus on business development as a unit and provision of efficient and effective customer service towards a number of rural and industry users including the Bravus Carmichael mine.

- Further Clermont Aerodrome has a number of potential growth business developments from Carmichael and other industries and with recent resealing of the runway and aprons providing an excellent base for operations for organisations.
- Whilst revenue has shown significant growth the supply of labour to continue service delivery has been met by contractor engagement and or increased workload/overtime on existing Council employees and this situation is not perceived as sustainable with skilled labour shortages across the region causing difficulties to maintain service levels and also in accounting for the increased cost of contractor engagement.
- A major risk to business continuity lies at the Clermont Aerodrome with the rostered refuelling duties being a hard to fill role for a number of years with this backfill role previously being done through existing full time employees (FTE) in other roles/departments on a rostered-on call basis. A number of ongoing expressions of interests for the position have been conducted with minimal response with five employees having been engaged for the role in 2021 but either not completing training and or resigning. With particular note two of these had expressed desire to discontinue the role for over twelve months but continued to conduct the duties as no other persons had expressed interest in the role.

Currently only one Council officer is trained and competent to complete inspection and refuelling services and this leaves the Clermont Aerodrome operations and services at risk with the requirement for contractor labour (from either Emerald or Mackay) to perform on call refuelling services to the Aerodrome for the relief of the existing officer to have RDO's, weekends and personal leave off.

If appropriate solutions cannot be found contractor engagement or discontinue of services is the options with upwards of \$40-60k per annum in project contractor costs required to continue services for rostered periods.

- The appointment of the position will be a cost saving to the organisation as below
- Internal review of existing FTE positions within the Planning, Environment and Community Services directorate, is that there is none that can be reallocated to the position currently and therein the proposal to appoint the position as a 12 month fixed term role with intention that through this period organisational improvements be conducted to seek to reallocate existing FTE to the position.

## Relevant Revenue and Expenditure Data – Clermont Saleyards and Clermont Aerodrome:

<b>Saleyards and Aerodrome revenue</b>				
<b>Item</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>Projected 2021/22 (@ 4mths x 12mth)</b>
Saleyards revenue	\$283,145	\$317,711	\$478,791	\$550 - 600,000
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Predicted contractor backfill Clermont aerodrome	\$0	\$0	\$0	\$40,000
<b>Total contracted labour/overtime</b>				<b>\$130,000</b>

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Projected budget impact from approved position per annum;

The projected budget impact of the Saleyards and Aerodrome officer is listed below with the role proposed to perform 3 days a week, plus on call for 3 days fortnightly and relief leave entitlements for the Aerodrome officer. The role would be requested as fixed-term part time, with minimum rostered hours of 24 hours per week. It is also proposed that a notation be added on the employment contract to undertake up to 36.25 hours per week as required on ordinary rates of pay to cover periods of leave, training and unexpected absences in the Aerodrome and Saleyards teams.

Table 2. projected position costs

Item	Notes	Est. Budget
Base Salary projection	3 days (21.75hrs) x 52 weeks x \$28.44 hr	\$32,165
On costs		\$15,201
On call allowance	\$55 per day x 3 days fortnight x 26 weeks	\$4,290
Allowance for additional hours/ Overtime call outs		\$7,000
<b>Projected costs</b>		<b>\$61,984</b>

In noting the budget impact for the position will primarily replace the projected contractor and overtime costs listed in Table 1 there would be some contractor engagement for specialised services as in “scratching” but in accounting for the projected requirement for contracting Clermont Aerodrome backfill services the position would be a bottom line cost saving to the organisation.

Further minimal additional requirements for the role as in plant and equipment would be required with likely an additional phone the only equipment required to supplement the appointment.

## IMPLICATIONS

### Budget

Primarily the budget for the position would be fully funded from the projected cost of contractor or employee overtime and likely would be a cost saving.

### Reputational

Should service levels fail to be met, a negative impact to the reputation of the organisation and business revenue would be the outcomes, noting the critical role Clermont Aerodrome plays in emergency services provision to the community.

### Resourcing

The appointment would mean an additional FTE for the organisation for 12 months but would alleviate current shortages in labour and resourcing within the department, which would be a significant benefit in a number of factors including reduction of workplace health and safety and fatigue management outcomes.

## CONSULTATION

Executive Leadership Team

Director Planning, Environment and Community Services

Manager Economy and Prosperity

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

Business Manager Saleyards and Showgrounds

## **BASIS FOR RECOMMENDATION**

The growth in the business at the two assets has been sustained for a number of years and is projected to continue and fully fund the position, meeting the service levels to key economic stimulus assets is a risk at the current time and this would alleviate that.

## **ACTION ACCOUNTABILITY**

Economy and Prosperity with the People and Performance team to complete recruitment of the role. Director Planning, Environment and Community Services to work with the Economy and Prosperity department to seek measures to supplement the role in 12 months at the expiration of the fixed term.

## **KEY MESSAGES**

Strong business development focus and investment has seen improved growth in the financial outcomes of these key community economic stimulus assets and sustaining the service levels to continue to cement that business growth will provide benefit to Community and the organisation.

### **Report prepared by:**

SHANE BRANDENBURG  
**Manager Economy and Prosperity**

Date: 30 November 2021

### **Report authorised by:**

DAN WAGNER  
**Director Planning Environment and Community  
Services**

Date: 30 November 2021

## **ATTACHMENTS**

- Attachment 1 - Business Case 12 Month Fixed Term Position Saleyards - Aerodrome Officer
- Attachment 2 - Saleyards and Aerodrome Officer – Draft Position Description

## **REFERENCE DOCUMENT**

- Nil

## Position Justification

**Directorate:** Planning Environment and Community Services  
**Department:** Economy and Prosperity  
**Position Name:** 12 months fixed term ~~Permenant~~ Part time Position -  
 Saleyards and Aerodrome Officer

**Position Number:** TBC

### 1 POSITION FUNCTION SUMMARY:

Working as a member of the Economy and Prosperity team (E&P), this position will serve to provide resourcing to support the operations of E&P asset functions primarily Clermont Aerodrome, Saleyards and Showgrounds. The role will have some key primary functions, essential to deliver on the critical community economic stimulus assets E&P are custodian, being to provide back up and relief for Aerodrome refuelling, Saleyards labour for movement and management of livestock and general facility maintenance upkeep activities at these facilities and the other E&P assets

**2 Has a position description been prepared for this position?**

- 3  Yes (please attach)  
 4  No

**5 Is this position:**

- 6  Short Term  
 7  Ongoing (i.e. Permanent part time)

**8 What services will this position provide?**

- The role will provide rostered, relief, on call and backup refuelling services to the Clermont Aerodrome with development opportunity to backfill Aerodrome Reporting officer functions
- The role will assist in the livestock movement, management and operations at the Clermont Saleyards with a particular requirement for Sale support functions
- The role will perform general labour site upkeep & minor maintenance activities as required at E&P assets (primarily at Clermont Saleyards, Showgrounds, Aerodrome as required)
- The role may perform associated plant operation for the above facility upkeep as required if trained, licensed and competent
- The role is proposed to be a 12 months fixed term appointment being;
  - 24hrs per wk (3 permanant days per wk) with the ability to work up to 37.25 maximun per wk
  - This is intended to be 3 days Saleyards attendance for the fortnightly Cattle sales and the second week 1 ½ days Saleyards, 1 ½ days @ Clm aerodrome (for the RDO of the officer and also oncall fortnightly for refuelling)

**9 How are these services currently being performed?**

#### Clermont Aerodrome;

- The Clermont Aerodrome refueling activity has been a hard to fill role for the organisation with internal permanant positions performing dual role functions being the process for a number of years.  
 There has been ongoing efforts since the 2019 Pecs functional review and prior with at least 2-3 advertisements per annum seeking EOI from existing employees to undertake on call and back up rostering to provide relief for the Clm Aerodrome officer.  
 There has been 5 refuelling staff express interest and resign and or not complete training for the role in 2021 alone.  
 Two existing long term internal employees who had declared for an extended period (since early 2020) there desire to no longer undertake the duties but were continuing to do so until other internal candidates were found. Both resigned the duties in May

2021 following ongoing internal advertisement (for approx 12 month period) and recruitment of two employees to which one employee resigned before completing the training. A further recruitment was conducted for a second backfill and an appointment was proposed but both the new appointment and the potential candidate both resigned from Council in October.

- This leaves the Clm Aerodrome operations and services at risk with the requirement for contractor labour (from either Emerald or Mackay) to perform on call refueling services to the Aerodrome for the relief of the E&P's existing Clm Aerodrome officer to have RDO' and weekends off as required by fatigue guidelines.
- Availability of contractors is posing an issue with the likelihood that refueling can occur from another regional location being a minimum of 3-4 hrs from call to onsite service may not even be provided by available contractors. Therein the requirement will likely be to have a contractor onsite and available for aprox \$2500 every fortnight or alternatively not perform refueling services which will impact the business significantly in the long term, noting growth in refueling services in the last 24 months.
- Further growth in the business has been ongoing with further potential growth in flight services (landing and refueling) currently being negotiated with the Bravus Carmichael Mine requirements
- There are minimal options below and each presents an unacceptable risk to the operation of the facility;
  - Continue to advertise for internal recruitment of refueling under dual role capacity
  - Engage backfill contractor labour until a new internal internal employee can be found – estimate if not achieved by FY end cost possibly (\$40 - 60k)
  - Not supply refuelling services on rostered periods
  - Not have available contractor staff for refuelling but seek on call from other areas with possible 3-5hr wait for refueling services
  - Reduce contractor engagement but increase overtime and maxmimun fatigue guideline permissible use of existing staff member

#### **Clermont Saleyards;**

- The Clermont Saleyards has seen a significant growth in revenue and cattle thruput in the last 24 months
- For near 12 months the livestock agents association of Clermont have doubled sale activity with a fortnightly sale now in place which was previous once monthly
- The Clermont Saleyards staff are also performing a new back of house livestock movement and management service at a fee that was introduced in the fees and charges in 21/22. This proposal was in part due to supporting the additional sale activity and for the improved operation and customer service that has in part underpinned the growth in revenue and thruput.
- These meeting of livestock management and services have primarily been delivered by the existing staff and supported by contractor engagement. The contractor engagement is also identified as hard to fill engagement with availability, continuity and reliability proving inconsistent and the existing staff required to deliver the services regardless.
- This increased internal service delivery impacts the operations of other functions the existing roles perform and heightens the risk of WH&S incidents and fatigue management.
- The cost of the engagement of contractors and overtime required to perform functions at both the Saleyards and Aerodrome in counteracted by the cost of the internal employment of a dedicated employee as well as the improved customer service – see below detail on cost impacts

<p><b>10 If this position is approved will this lead to an increase in service delivery?</b></p>	<p>11 <input checked="" type="checkbox"/>Yes  12 <input type="checkbox"/>No  There will be an improvement in service delivery with having additional resourcing, the revenue and activities at both the Saleyards and Aerodrome has seen continued growth and the employment of this role will enable the meeting of those required services as well as support the Business Manager Saleyards and Showgrounds &amp; Mgr E&amp;P to continue to grow those businesses.</p>																																													
<p><b>13 What is the risk to the organisation if this position is not approved?</b></p>	<p>Several risks are presented if the position is not approved;</p> <ul style="list-style-type: none"> <li>• One of the most concerning risks is to the continued service delivery to the Clermont Aerodrome operations with only one Council officer who can perform functions and therein should that officer be unavailable there is no guarantee of contractor availability to deliver services and may cause at a minimum refuelling closure which is one of the major functions that landing occurs for and or ultimate aerodrome closure for interim periods.</li> <li>• To meet Fatigue management guidelines for the Clm aerodrome officer this will require a regular contractor engagement for the relief of the on call, RDO and personal leave undertakings</li> <li>• The Clm Saleyards operations particularly with its growth present a heightened risk of WH&amp;S incident if sufficient resources is not available including contractor support</li> <li>• Both facilities service delivery requirements may be impacted and either result in reputational impact causing loss of customers/revenue</li> <li>• To continue service delivery at both facilities the cost of an internal employee engagement has greater cost efficiencies than any contractor engagement</li> </ul>																																													
<p><b>14 Is there any additional plant, fleet or housing requirements for this position if it is approved?</b></p>	<p>15 <input type="checkbox"/>Yes  16 <input checked="" type="checkbox"/>No</p>																																													
<p><b>17 Are there any long term vacancies in your Department</b></p>	<p>18 <input type="checkbox"/>Yes  19 <input checked="" type="checkbox"/>No  No other vacancies are sharing of duties can occur to fulfil or reallocate the functions</p>																																													
<p><b>20 Provide any other details you feel will assist with the position justification.</b></p>	<p><b>Relevant Revenue &amp; expenditure data - Clm Saleyards &amp; Clm Aerodrome;</b></p> <table border="1" data-bbox="384 1384 1487 2022"> <thead> <tr> <th colspan="5">Saleyards &amp; Aerodrome revenue</th> </tr> <tr> <th>Item</th> <th>2018/19</th> <th>2019/20</th> <th>2020/21</th> <th>Projected 2021/22 (@ 4mths x 12mth)</th> </tr> </thead> <tbody> <tr> <td>Saleyards revenue</td> <td>\$283,145</td> <td>\$317,711</td> <td>\$478,791</td> <td>\$550 - 600,000</td> </tr> <tr> <td>Aerodrome revenue</td> <td>\$139,784</td> <td>\$187,931</td> <td>\$194,000</td> <td>\$250,000</td> </tr> <tr> <th colspan="5">Contracted labour/Overtime</th> </tr> <tr> <td>Saleyards contractor labour</td> <td>\$29,237</td> <td>\$22,214</td> <td>\$57,089</td> <td>\$70,000</td> </tr> <tr> <td>Clm Aerodrome Overtime</td> <td>\$13,890</td> <td>\$18,000</td> <td>\$19,000</td> <td>\$20,000</td> </tr> <tr> <td>Predicted contractor backfill Clm aerodrome</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$40,000</td> </tr> <tr> <td colspan="4" style="text-align: right;"><b>Total contracted labour/overtime</b></td> <td><b>\$130,000</b></td> </tr> </tbody> </table>	Saleyards & Aerodrome revenue					Item	2018/19	2019/20	2020/21	Projected 2021/22 (@ 4mths x 12mth)	Saleyards revenue	\$283,145	\$317,711	\$478,791	\$550 - 600,000	Aerodrome revenue	\$139,784	\$187,931	\$194,000	\$250,000	Contracted labour/Overtime					Saleyards contractor labour	\$29,237	\$22,214	\$57,089	\$70,000	Clm Aerodrome Overtime	\$13,890	\$18,000	\$19,000	\$20,000	Predicted contractor backfill Clm aerodrome	\$0	\$0	\$0	\$40,000	<b>Total contracted labour/overtime</b>				<b>\$130,000</b>
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**Table 2. Projected position costs**

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In noting the budget impact for the position will primarily replace the projected contractor and overtime costs listed in Table 1 there would be some contractor engagement for specialised services as in “scratching” but in accounting for the projected requirement for contracting Clermont Aerodrome backfill services the position would be a bottom line cost saving to the organisation.



# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Saleyards & Aerodrome Officer 12 Fixed Term position, Permanent part time	<b>CLASSIFICATION</b>	Level Three (3) – Level Four (4)
<b>DIRECTORATE</b>	Planning, Environment & Community Services	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream B
<b>DEPARTMENT</b>	Economy & Prosperity	<b>REPORTS TO</b>	
<b>POSITION NO.</b>		<b>LAST REVIEW DATE</b>	October 2021

## OUR VALUES

**Professionalism:** We will display accountability, openness, transparency and integrity.

**Continuous improvement:** All aspects of the organisation’s operations are encouraged through a progressive and creative approach.

**Excellence:** The manner in which we approach all aspects of the business for Isaac region, the highest possible outcome will be achieved.

**Procedural consistency:** There is a consistent approach to the way in which Council conducts its business across the region.

**Customer focus:** We identify and meet the needs of all customers in a responsive and equitable manner.

**Team work and coordination:** We work together to achieve a common goal

**Safety and well-being:** We are all committed to working safely and caring for each other’s well-being.

## A. DIRECTORATE SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council’s customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac’s many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... *Building communities through trusted customer service and creating value.*

## B. DEPARTMENT & POSITION SUMMARY:

The Economy and Prosperity department ensures an integrated approach to internal organisational services across the organisation. The Economy and Prosperity department is responsible for PECS directorate and Councils Economic Development, Business Support and Tourism strategy development and delivery. The Economy & Prosperity Department is also responsible for the strategic planning and management of some of Councils direct economic stimulus assets as in Saleyards, Showgrounds, Caravan Parks, Aerodromes, Theresa Ck Dam and Lake Elphinstone. It is expected to reflect the Isaac Vision and PECS Noble Purpose and be done in an engaged and collaborative way with the wider and

individual communities as appropriate, the Council and its Executive, the PECS Directorate and wider organisation.

The Saleyards & Aerodrome Officer position will assist the Economy & Prosperity Department in the operations of the Clermont Aerodrome and Clermont Saleyards & Showgrounds as required. The Officer will contribute to the effective and efficient operations of Economy & Prosperity departments asset to an extent that Council and customer expectations are exceeded.

## C. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Safely and efficiently perform operations of the Isaac Regional Council's Saleyards, Showgrounds and Aerodrome to conform with relevant legislation, regulations and standards;
2. Ensure the Saleyards, Showgrounds and Aerodrome facilities are maintained and operated to a high standard; such that customer expectations are exceeded;
3. Foster and maintain a high level of communication with direct line supervisor in regard to the day-to-day running of the Saleyards, Showgrounds and Aerodrome;
4. Facilitate airport refuelling operations in a safe and efficient manner;
5. Perform grounds and surrounds maintenance activities and cleaning to uphold high standard facilities, including but not limited to:
  - a. Operating out front, wide area and Z-turn mowers, Tractor slasher combo, lawn edger, brush cutter, blower, small rotary push mower and backpack spray units as required;
  - b. Undertaking general manual labouring duties;
  - c. Ensuring the truck wash is appropriated maintained;
  - d. Maintaining accurate records on chemical usage; and
  - e. Ensuring the facilities are maintained in a safe and presentable level of landscaping, fertilising, irrigating, pruning spraying, cleaning, etc; and
  - f. Clean and remove debris and litter as required.
6. Operate and maintain plant and equipment in a safe and effective manner, ensuring pre-start inspections are completed and accurate logs of machinery use are maintained;
7. Assist with handling livestock, cattle sales and any other event which are held at the facilities, including but not limited to:
  - a. Dip operations;
  - b. Processing of cattle;
  - c. Disposal of dead cattle;
  - d. Nils;
  - e. Weighing; and
  - f. Cleaning of troughs.
8. Work on a rostered basis to provide after hour services at Council's facilities (on call requirement);
9. Assist in the care and maintenance of Economy & Prosperity departments other asset sites as required including but not limited to Council's Aerodromes, Theresa Ck Dam, Nebo Showgrounds, Clermont Caravan Park;
10. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose Enablers and Council's Values;
11. Self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
12. Undertake any other duties as are reasonably within the limits of the employee's skills, competence and training, aligning with the 'One Isaac' concept.

## D. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

1. Knowledge and experience in basic maintenance and gardening;
2. Demonstrated knowledge of Workplace Health and Safety principles, including risk management, is essential;
3. Competent in using Microsoft applications;
4. Proven ability to communicate with external stakeholders
5. Interpersonal, communication and time management abilities are required.

#### Experience

1. Previous experience in a labourer's role is essential and experience with the handling of livestock or refuelling activities will be highly regarded; and
2. Demonstrated ability to work as part of a team and autonomously.

### Qualifications

#### Essential

1. Ability to pass a pre-employment functional assessment and behavioural testing; and
2. The role requires the possession of a current C Class Open Australian Drivers Licence.

#### Desirable

3. Relevant certificates for the operation of plant and equipment (such as; skid steer, ACDC – chemical licence, chainsaw and/or pole saw, etc) or the ability to obtain;
4. Compliance with the Aerodrome Drug and Alcohol Management Plan (DAMP) and the requirements of the Civil Aviation Safety Amendment Regulations 2008;
5. Aerodrome Reporting Officer Certificate; and
6. Certificate of Basic Aviation Refuelling.

## E. PHYSICAL DEMAND CATEGORY:

- Sedentary Work  
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.  
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.  
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

### Audio-Visual Demands:

- Depth Perception       Colour Discrimination       Peripheral Vision       Hearing (Avg)

### Specific Actions Required:

This job may include:

Standing/Walking	Sitting	Driving
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional
<input type="checkbox"/> 1 - 4 Hrs	<input checked="" type="checkbox"/> 1 - 4 Hrs	<input type="checkbox"/> 1 - 4 Hrs
<input type="checkbox"/> 4 - 6 Hrs	<input type="checkbox"/> 4 - 6 Hrs	<input checked="" type="checkbox"/> 4 - 6 Hrs

### Work Environment:

Attribute:	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# POSITION DESCRIPTION

6 - 8 Hrs     
  6 - 8 Hrs     
  6 - 8 Hrs     
 Heights              
 Noise           

**Repetitive Motions:**

Simple Grasping  
  Fine Manipulation  
  Pushing & Pulling  
  Finger Dexterity  
  Foot Movement

**This Job Will Require:**

Manoeuvre	Frequent	Occasional	None
Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Plant operation with maximum seat rating of 120kgs

**F. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register.

**EXTENT OF AUTHORITY:**

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

**G. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:**

**Workers and Others authorities and responsibilities include the following:**

1. Take reasonable care for their own health and safety.
2. Ensure actions or omissions do not adversely affect the health and safety of others or the environment.
3. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, quality and environment are adhered to.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their Manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments 'Take an Isaac Instant'.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Ensure that you are fit for work at all times and are not adversely affected by either drugs or alcohol as specified in Councils 'Fitness for Work Policy'.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

## Equipment Operated

1. Computer, motor vehicle, camera equipment

## H. RESPONSIBILITIES:

### Corporate Responsibilities

#### Code of Conduct

1. Compliance with Council's Code of Conduct, Management Directives and policies and procedures, ensuring that behaviour and conduct;
  - a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
  - a. Integrity and Impartiality
  - b. Promoting the Public Good
  - c. Commitment to the system of government
  - d. Accountability and transparency

#### Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

#### Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## I. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Whilst employment is in the position described in this document it is understood that employment is with Isaac Regional Council. In the event of organisational change or restructure, Council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.

# POSITION DESCRIPTION

- 
5. Failure to maintain any licence or certificates, which are a condition of your employment, may result in demotion or termination as Council is unable to guarantee your transfer to a position not requiring said licence/certificate.

## J. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
NAME		
SIGNATURE		
DATE		

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## MEETING DETAILS

**Planning Environment and Community Services**

**Standing Committee**

Tuesday 7 December 2021

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## AUTHOR

Shane Brandenburg

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## AUTHOR POSITION

Manager Economy and Prosperity

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## 5.3 SPECIAL COMMUNITY GRANTS STANDING COMMITTEE – UPDATED TERMS OF REFERENCE AND FRAMEWORK DOCUMENTS

### EXECUTIVE SUMMARY

The purpose of this report is to request continued suspension of the Special Community Grant Standing Committee, endorse extension of the Terms of Reference through to 30 June 2022, amendments to the terms of Reference and the Community Chest Framework documentation.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Endorse an extension to the Special Community Grants Standing Committee's Terms of Reference to 30 June 2022 and adopt amendments as per attached.***
- 2. Continue to suspend the Special Community Grant Standing Committee schedule of meetings and delegate to the Mayor for authority to reactivate schedules of meetings if and when they are required.***
- 3. Resolve that should adhoc applications be received prior to reactivation of the Committee, they can be resolved through Council's Ordinary Meeting schedule of meetings if required.***
- 4. Request the Chief Executive Officer to bring a further report to the June 2022 Ordinary Meeting or earlier if required to revise the Community Chest Framework and Special Community Grants Standing Committee's Terms of Reference to accommodate both, any potential necessary further response activities and or a position for the future of the program.***

### BACKGROUND

As part of the response to the COVID-19 pandemic, in May 2020 Council established the Special Community Grant Standing Committee membership to facilitate the COVID-19 funding programs for the Isaac Community Chest Special Emergency Community Grants and Community Chest Fund. The purpose of the Funding programs was to support the general community, community groups and small-medium businesses to assist with their business continuity in Isaac region brought about by the COVID-19 pandemic and subsequent economic recovery period.

In October 2020 Council reviewed the Terms of Reference for the Special Community Grant Standing Committee, which saw the Committee and supporting funding programs extended to 31 March 2021.

Resolution 6944 requested a report to be presented to the March 2021 Council meeting on the future of the fund programs and Special Standing Committee.

At Council's meeting held in March 2021, resolution 7190, it was resolved to consider options for the ongoing operation of the Special Community Grant Standing Committee and funding programs. In particular, to seek the Community Chest Fund contributors support to maintain the trust account to respond to any future COVID-19 outbreaks, with a review of this position to be undertaken by July 2021. At this time, Council also resolved to adopt the updated Terms of Reference for the Special Community Grants Standing Committee extending the term of office and including two further amendments:

1. Suspend the Special Community Grants Standing Committee meetings, not the Committee as presently stated.
2. Delegate to the Mayor authority to reactivate schedules of meetings if and when they are required.

At Council's meeting held in July 2021 resolution 7405 deemed to;

1. Continue to suspend the Special Community Grant Standing Committee schedule of meetings as at 28 July 2021, requesting that the Chief Executive Officer, in consultation with the Mayor, provide a report to the 15 December 2021 Council meeting on the future of the Special Community Grant Standing Committee and related funding program/s.

Through continued delivery of the Strategic Recovery plan and monitoring of business conditions regionally and nationally it has been deemed that the fund and its framework remain relevant and readily available as a key response measure. This is particularly prevalent due to unknown potential impacts to regional businesses that may occur from the Phase D - Post vaccination stage of the National COVID Response Plan.

The following is provided for information to assist the discussion:

- there are nil funds remaining in the Special Emergency Community Grants program.
- there is approximately \$177,840.47 remaining in the Community Chest Fund.

Isaac Region Special Emergency Community Grants schemes has come to the conclusion of that program, noting Council's ongoing Community Grants fund that is available to support non-profit organisations.

For the Community Chest Funding engagement has occurred previously with the Community Chest Funding partners on suspending the Chest Fund and maintaining the trust account to support future COVID-19 requirements and Council will continue to inform the contributors of the programs proposed continuation.

## **IMPLICATIONS**

### Budget

Community Chest Fund is funded from external parties. The four contributors had been engaged to seek their position on suspending the Chest Fund prior to the July resolution and maintaining the trust account to support any future COVID-19 outbreaks. Review of this position has been undertaken through this report and Council is to inform the contributors of the continuation of the fund pending Phase 4 requirements.

### Community

Council is committed to supporting its Region and will continue to maintain oversight of its programs relating to COVID recovery and requirements to provide response and support as the need arises.



# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

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## Resourcing

There is a Council internal resourcing impact with all administration of the program at the full cost of Council and does impact a number of departments and elected officials in the processing of applications. It is recommended that this cost is noted but a fair and reputable contribution from Council to support its local businesses.

## **CONSULTATION**

Councillors

Chief Executive Officer

Director Planning, Environment and Community Services

Senior Advisor

Manager Governance and Corporate Services

Manager Engaged Communities

Economy and Prosperity Department

Community Resilience Coordinator

## **BASIS FOR RECOMMENDATION**

Appreciating the unknown risk of a future wave of COVID-19 or any other unforeseen impacts from the Phase D Post vaccination stage of the National COVID response plan. It is recommended to ensure that the fund is available to provide swift response should the need arise.

Note the implementation of the COVID Recovery Plan.

## **ACTION ACCOUNTABILITY**

Chief Executive Officer and Director Planning, Environment and Community Services to ensure review occurs prior to June 2022 and submit a further report to Council with a recommendation for the continued position of the program. Further reinstatement of the Special Community Grant Standing Committee occurs if deemed necessary to respond to COVID-19 impacts in Region.

## **KEY MESSAGES**

- Council is committed to transparent decision making.
- Successful communities need both a strong community and strong economy.
- Implement stimulus package that seek to support the community and regional small to medium businesses through consistent and diligent application of the frameworks/guidelines.
- Council intends to provide support to the community and small-medium businesses through this difficult time.

These initial initiatives aimed to support these foundation blocks and core of the regions social and economic base of the Isaac region, to enhance sustainability of the region's businesses.

# PLANNING ENVIRONMENT AND COMMUNITY SERVICES

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<b>Report prepared by:</b> SHANE BRANDENBURG <b>Manager Economy and Prosperity</b>  Date: 30 November 2021	<b>Report authorised by:</b> DAN WAGNER <b>Director Planning Environment and Community Services</b>  Date: 30 November 2021
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## ATTACHMENTS

- Attachment 1 - Amended Isaac Community Chest Fund COVID-19 Pandemic and Recession Framework
- Attachment 2 - Isaac Community Chest Fund Grant Application
- Attachment 3 - Isaac Community Chest Fund Guideline COVID-19 Pandemic and Recession
- Attachment 4 - Terms of Reference - Special Community Grants Standing Committee December 2021

## REFERENCE DOCUMENT

- Covid-19 Strategic Recovery Plan

# ISAAC COMMUNITY CHEST FUND: COVID-19 PANDEMIC AND RECESSION FRAMEWORK

## PURPOSE OF THE COMMUNITY CHEST FUND

To provide a temporary fund for the alleviation and relief of hardship suffered by small to medium businesses in Isaac region **brought** about by the COVID-19 pandemic and recession.

Applications to the fund to be considered on a case by case basis to provide supplementary assistances to the ongoing State and Federal assistance packages as part of the broader response to the pandemic and recession impacts.

This Framework is to be read in conjunction with the Community Chest COVID-19 Guidelines and Application Form.

## INTENT

Isaac Regional Council will call on major corporates to contribute funds for the Community Chest with the intent of disbursing grants to small to medium local businesses to assist in terms set out in the guidelines during the course of the pandemic and recession.

The funds and any income raised therefrom shall be applied solely towards the promotion of the eligible applicants of the Community Chest Fund.

The Community Chest Fund is to be a fluid program to respond to the evolving nature and requirements of impacts of the COVID-19 pandemic. It is noted that the nature of the distribution of funds may be altered from time to time, through Council consultation and endorsement, to ensure the funds are assisting small to medium businesses in the appropriate manner to encourage economic and social sustainability for our region.

The initial funding program of the Community Chest Fund is aimed to support liquidity for small to medium business.

## TERM OF FUNDING SCHEME

The Community Chest Fund will be functioning, and applications are to be opened as soon as practical. The Community Chest Fund will operate for as long as it has funds or at which time Council determines it is no longer required as per its purpose, however with an updated -set date of a review of its operation by 30 June 2022~~31 October 2020~~.

## ELIGIBLE ITEMS

Financial assistance for ongoing or recurrent operational costs to help sustain the viability of the subject organisation, including:

- Reasonable essential operating expenses supported by evidence.
- Rent and/or leasing fees in non-Council facilities where relief or deferral is not available.
- Fuel and other essential supplies (for the purposes of organisational activity only).
- Permits and licences to maintain the business.
- Servicing of loan interest payments for a period of up to six months where relief or deferral is not provided by a financial institution.
- Financial assistance to obtain professional advice such as legal or financial services.
- Temporary equipment hire or purchase of new tools of the trade for diversifying the business.

## INELIGIBLE ITEMS, UNLESS DEMONSTRATED EVIDENCE THAT THESE ARE KEY ATTRIBUTES FOR THE BUSINESS TO FUNCTION

- Salaries/wages, director's fees or other forms of personal compensation and reimbursement.
- Relief from Council-levied fees and charges which are dealt with under separate provisions.
- Instances where insurance coverage will provide restitution.
- Capital improvements to assets or facilities.
- Asset replacement or renewal, inclusive of failure, damage or loss of essential equipment.
- Development of privately-owned facilities.
- Low-value portable technology.
- Projects / events / activities run solely for commercial profit.
- Travel (excluding fuel for the purposes of organisational activity only).

## EVIDENTIARY REQUIREMENTS

Applicants may be required to provide suitable financial evidence to support their grant application. This may include, but is not limited to, copies of current financial statements and confirmation of expenses/obligations.

Council reserves the right to request further information or to clarify information provided for the purposes of assessing the suitability of each application.

[The application should include demonstratable evidence that the business impacts are related to the Covid-19 Pandemic.](#)

## APPLICATION AND EVALUATION PROCESS

### Applications

Applications will be fluid with no closing dates. Applications will be assessed by a Standing Committee appointed by Council with delegated authority and the aim will be to turn around all applications within five business days of receiving all necessary information.

Funds will be deposited into the nominated bank account of the small to medium business.

### Authority

Council, at a Special Meeting held on 26 March 2020, has given authority to develop a Community Chest Fund Program. At its Post-Election Meeting, Council will endorse the establishment of a Special Community Grant Standing Committee to consider and evaluate all applications. Council will consider providing temporary delegation to this Standing Committee the following Delegation of Authority:

- To evaluate and determine the level of funds to distribute to small to medium businesses, in line with set criteria and guidelines, until the 31 October 2020 at which time this delegation will be revoked or extended.
- Delegate to the CEO, or their delegate, to release funds in a timely manner following the determination of the Community Chest Fund Program Standing Committee.

[The Special Community Grant Standing Committee Terms of Reference have been updated on several occasions to reflect the ongoing management of COVID. Both the Terms of Reference and Community Chest will have a review date of 30 June 2022, at which time this delegation will be revoked or extended](#)

This Standing Committee will operate as follows:

<b>Membership</b>	Four (4) councillors
<b>Operation</b>	The Special Community Grant Standing Committee will: <ul style="list-style-type: none"><li>• Meet as required (but initially at least once a week) to consider recommendations from the Evaluation Panel.</li><li>• Determine each application in a timely and efficient manner</li><li>• Will collaboratively work together and ensure unanimous decisions are made</li></ul>
<b>Evaluation Panel</b>	<ul style="list-style-type: none"><li>• Senior Advisor (Chair)</li><li>• Manager Liveability and Sustainability</li><li>• Manager Engaged Communities</li><li>• Manager Economy and Prosperity</li><li>• Manager Governance and Corporate Services</li></ul>

## CONTROL OF FUNDS:

Isaac Regional Council will place the funds in a trust account and will:

- Open an account in the name of “IRC Pandemic and Recession Community Chest” with Council’s financial institution from which all grant funding will be disbursed.
- The Director Corporate Governance and Financial Services and CEO are authorised to operate the banking account of the Community Chest Fund under the direction of a decision of the Standing Committee.
- All contributed funds are to be deposited into the financial institution account within three working days of their receipt or by direct deposit.

## Conclusion of Funds operations

As mentioned above, the lifecycle of the Community Chest Fund Program is reliant on:

1. Access to funds (contributors); and
2. Need in the community (purpose).

Should there be funds in the Trust Account at the conclusion of the program, the unspent funds will be returned to the contributing parties in direct proportion to their contributions.

Each contributor will need to sign appropriate legal instruments and/or acknowledgement of the treatment of their contributions to this scheme.

## RISKS/ASSUMPTIONS

The following is provided as a reference to the risks and assumptions considered when drafting the Framework and Guidelines:

- There is a need to ensure that opportunities to gain funding from Commonwealth and State Governments are not jeopardised.
- Aim is for a staged approach to ensure strategies are meeting needs as the pandemic and recession evolve
  1. Meet immediate need for cash.
  2. Identify evolution of Framework for future phases to meet needs.

- Decisions need to be made swiftly with criteria endorsed by Council. Prolonging decisions to be made by Council will not provide real time assistance.
- Endorse an evaluation panel to review all applications in real time to provide recommendations to the Standing Committee to approve under delegated authority.
- Utilise criteria as set out by ATO and Commonwealth for guide on how to support businesses. This is as a first approach which will allow Council to evaluate how the program is going, and if not meeting or is exceeding expectations, there is the opportunity to remedy and maintain a fluid approach to this Framework.
- First phase is aimed to respond to hardship and is in response to initial engagement with business owners who mentioned cash flow as their initial source of issue.
  - It is acknowledged this looks differently for all businesses (be it to pay staff, pay suppliers, maintenance, electricity, seek professional advice, or to implement strategies to diversify in this time of flux (new ways of doing business) etc).
  - The aim is to make it as simple as possible, which will also rely on an element of trust.
- Need to ensure that Council is very clear to third parties on how their money will be treated, while also being transparent that the Framework is fluid to meet the changing needs.

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

## GRANT TYPE

<b>PLEASE IDENTIFY WHICH GRANT YOU ARE APPLYING* FOR:</b>	<input type="checkbox"/> <b>FINANCIAL HARDSHIP**</b> Assistance required to maintain unavoidable and non-deferrable expenses to keep business enabled. <input type="checkbox"/> Small Business <input type="checkbox"/> Medium Business
	<input type="checkbox"/> <b>ASSISTANCE FOR PROFESSIONAL ADVICE</b>
	<input type="checkbox"/> <b>ASSISTANCE TO COVER DIVERSIFICATION STRATEGY**</b> <input type="checkbox"/> Small Business <input type="checkbox"/> Medium Business
	<input type="checkbox"/> <b>ASSISTANCE FOR RE-ESTABLISHMENT**</b> <input type="checkbox"/> Small Business <input type="checkbox"/> Medium Business

\*Please note that businesses are able to make staged applications as their needs arise. All applications will be received and evaluated on merit. Applicants are requested to be mindful there is finite amount of funds, which is to be made available for all of our region.

\*\*As a guide grants will be given up to \$10,000 ~~but special circumstances will be considered.~~

~~Have you completed the Survey COVID-19 Regional Impacts? You can access the survey here:~~  
~~<https://www.remplan.com.au/covid-19-australian-business-economic-impact-study/>~~

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

## BUSINESS/ORGANISATION DETAILS

<b>BUSINESS/ ORGANISATION DETAILS</b>	Name
	Registered Address
	Phone
	Email
<b>WHAT DO YOU IDENTIFY AS?</b>	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Small Business <input type="checkbox"/> Medium Business <input type="checkbox"/> Other: _____
<b>DO YOU HAVE AN ABN/ACN?</b>	<input type="checkbox"/> Yes      ABN Number:      ACN Number: <input type="checkbox"/> No
<b>IS YOUR BUSINESS LOCATED AND OPERATING WITHIN THE ISAAC REGIONAL COUNCIL LOCAL AREA?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IS YOUR BUSINESS / ORGANISATION REGISTERED FOR GST?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DO YOU HAVE BUSINESS INSURANCE?</b>	<input type="checkbox"/> Yes      If Yes, please provide Insurer name and policy number <input type="checkbox"/> No



# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

## CONTACT DETAILS OF THE APPLICANT AND AUTHORISATION

<b>CONTACT PERSON AND AUTHORISATION FOR THIS APPLICATION:</b>	Name
	Position Title
	Phone
	Email
	Signature

## DETAILS OF YOUR BUSINESS/ORGANISATION AND PURPOSE FOR APPLICATION

<b>DETAILS OF YOUR BUSINESS</b> (what is the purpose of your business, how long have you been operating, industry type, goods and services provided)	
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### PLEASE COMPLETE THE FOLLOWING QUESTIONS

### YES/NO/COMMENT

<b>HOW MANY PEOPLE DO YOU EMPLOY?</b> Calculating full time equivalent employees: Full time work is 35 hours per week or more. If your business has casual or part time workers, calculate the number of hours worked by these employees and divide that total by 35 to determine full time equivalents. e.g. 7 casual employees working 10 hours per week totalling 70 hours per week, equates to 2 full time equivalent employees.	# of FTE Emps:
<b>WAS THE BUSINESS OPERATING PRE AND POST 11 MARCH 2020 AND DOING SO AS A SOLVENT BUSINESS?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>DOES THE BUSINESS INTEND TO CONTINUE/RE-ESTABLISH ITS OPERATIONS DURING OR POST COVID RESTRICTIONS?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>HAVE YOU OR WILL YOU BE RECEIVING ANY OTHER GOVERNMENT ASSISTANCE RELATED TO COVID19?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

<b>WHAT WILL THE FUNDS REQUESTED SPECIFICALLY BE USED FOR?</b> (refer to the guidelines in relation to the type of funding you have applied for)		
<b>FUNDING AMOUNT REQUESTED FROM COUNCIL</b>		
<b>ACTIVITY/ TYPE OF EXPENSE</b>	<b>DETAILS</b>	<b>QUOTE/TAX INVOICE*</b>
Outgoings		
Diversification		
Loss of stock		
	<b>TOTAL</b>	<b>\$</b>

**\*Please provide evidence of expenses in form of a quote/invoice, payments, profit & Loss statement/listing.**

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

## DETAILS OF YOUR SPECIFIC CIRCUMSTANCES

<p><b>PLEASE EXPLAIN THE IMPACT OF THE PANDEMIC ON YOUR BUSINESS</b></p>	
<p><b>WHAT PROACTIVE STEPS HAVE YOU TAKEN TO LESSEN THE IMPACT ON YOUR BUSINESS?</b></p>	
<p><b>WHAT WILL HAPPEN IF YOUR BUSINESS / ORGANISATION DOES NOT SECURE THE FUNDS?</b></p> <p><b>* It is mandatory to provide details where 'Other' is selected.</b></p>	<p><input type="checkbox"/> Cease to operate</p> <p><input type="checkbox"/> Not meet committed expenses</p> <p><input type="checkbox"/> Other – Please provide details:</p>

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

## FINANCIAL MANAGEMENT

As Council's Community Chest Grants program is funded by third party funds Council requires evidence of your business / organisation's financial duress. Please provide the following information:

<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?</b>	<del>As at: 10 March 2019, 10 April 2019, 10 May 2019, 10 June 2019</del>
	<del>Monthly Turnover: Cash reserve:</del>
<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?*</b> (SUPPLY AT LEAST 3 MONTHS OF CURRENT FIGURES AND THE CORRESPONDING PREVIOUS YEAR FIGURES)	<del>As at: 10 March 2020, 10 April 2020, 10 May 2020, 10 June 2020</del>
	<del>Monthly Turnover: Cash reserve:</del>
<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?*</b> (SUPPLY AT LEAST 3 MONTHS OF CURRENT FIGURES AND THE CORRESPONDING PREVIOUS YEAR FIGURES)	<u>Current year</u>
	<u>As at: Current Month Previous Month 2<sup>nd</sup> Month 3<sup>rd</sup> Month</u>
<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?*</b> (SUPPLY AT LEAST 3 MONTHS OF CURRENT FIGURES AND THE CORRESPONDING PREVIOUS YEAR FIGURES)	<u>Months:</u>
	<u>Monthly Turnover: Cash reserve:</u>
<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?*</b> (SUPPLY AT LEAST 3 MONTHS OF CURRENT FIGURES AND THE CORRESPONDING PREVIOUS YEAR FIGURES)	<u>Pervious year</u>
	<u>As at: Current Month Previous Month 2<sup>nd</sup> Month 3<sup>rd</sup> Month</u>
<b>WHAT WAS YOUR TURNOVER AND CASH RESERVE?*</b> (SUPPLY AT LEAST 3 MONTHS OF CURRENT FIGURES AND THE CORRESPONDING PREVIOUS YEAR FIGURES)	<u>Months</u>
	<u>Monthly Turnover: Cash reserve:</u>

\*E.g.: Current Month Previous Month 2<sup>nd</sup> Month 3<sup>rd</sup> Month  
Nov 2021 Oct 2021 Sep 2021 Aug 2021

## ACCOUNT DETAILS IF SUCCESSFUL (REQUIRED FOR PAYMENT TO BUSINESS / ORGANISATIONS)

**NOTE:** Electronic Funds Transfer (EFT) is Isaac Regional Council's preferred method of payment. To ensure that payments are made to the correct bank account, please provide a copy of your Bank Deposit Slip or top portion of the statement of the EFT on business letterhead.

<b>METHOD OF REMITTANCE:</b>	<input type="checkbox"/> Email <input type="checkbox"/> Fax
<b>BANK ACCOUNT DETAILS</b>	
<b>ACCOUNT NAME:</b>	

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

<b>BANK:</b>			
<b>BSB (6 DIGITS):</b>		<b>ACCOUNT NUMBER:</b>	
<b>SUPPLIER:</b> I declare the Supplier Details Information provided is true and correct.	Name:		
	Signature:		
	Date:		

## AUTHORISATIONS

I hereby declare that all the information provided in this application is true and correct.

I am authorised by my business / organisation to complete this form and I agree that:

- The statements made in this application are true and attached evidence.
- All necessary permits/approvals will be obtained prior to the beginning of the project.
- The business is meeting all relevant health and safety standards
- I acknowledge that Council does not accept any liability or responsibility for the business
- I acknowledge that Council's decision is final and the business may not receive the maximum payment following evaluation.
- I understand that it is my responsibility to seek my own financial and legal advice on implications to my business on receiving any grant funding.

If my application is successful, I will:

- Maintain all records and receipts for how the funds were spent in accordance with the application and as per ATO requirements.
- Acknowledge that should Council request evidence of records and receipts that they are to be provided and if no evidence is provided or monies spent on expenses other than what was approved in this application, the business may be obligated to reimburse Council.
- Accept the terms of the Community Chest Grant in accordance with Council requirements.
- Provide proof of other successful co-funding (if unconfirmed) within six months of notification.
- Sign relevant agreements/documentation as required, including but not limited to, a statutory declaration and/or funding agreement.

<b>AUTHORISED PERSON</b>	Name
	Position Title
	Signature

# ISAAC COMMUNITY CHEST FUND GRANT APPLICATION

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Date

Once completed please send form and any attachment to:  
[records@isaac.qld.gov.au](mailto:records@isaac.qld.gov.au) or Isaac Regional Council, PO Box 97, Moranbah QLD 4744  
or deliver in person to your local Isaac Regional Council office

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## ISAAC COMMUNITY CHEST FUND GUIDELINE: COVID-19 PANDEMIC AND RECESSION – SMALL & MEDIUM BUSINESS

### APPROVALS

<b>GUIDELINE NUMBER</b>	CORP-GDS-155	<b>DOC. ID</b>	4588663
<b>DATE EFFECTIVE</b>	21 April 2020		
<b><u>DATE UPDATED</u></b>			
<b>GUIDELINE OWNER:</b>	Chief Executive Officer		
<b>APPROVED BY</b>	Chief Executive Officer		
<b>POLICY REFERENCE NUMBER</b>	NA		

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## ABOUT THE PROGRAM

The objective of this assistance measure is to raise and distribute funds for the purpose of enhancing sustainability of Isaac Region small to medium businesses (including sole traders and partnerships) through the economic impacts of the pandemic and recession.

The Isaac Community Chest Fund Program provides a grant to small-medium business owners to assist with business continuity as a result of the COVID-19 pandemic and recession.

The approach to this Program is one of fluidity, with a view to initially identify how funds can immediately assist small to medium businesses. With the evolution of the pandemic and recession, including the announcements of commonwealth and state strategies, the Program will evolve, and the guidelines will be updated to reflect this evolving suite of assistant measures.

As Council's Community Chest Fund program is funded by third party funds appropriate rigour, governance and administration is required, the Program can only exist with these contributions.

The *World Health Organisation (WHO)* officially declared COVID-19 a pandemic on 11 March 2020. Considerations for all potential recipients of this grant will need to demonstrate an impact of COVID on their business from this date.

## SCOPE

The Community Chest is established as part of the broader short-term response to the pandemic and recession impacts on small-medium businesses in the Isaac Region. The Community Chest initiative involves raising funds through advocacy to major corporate businesses and disbursing grants to small-medium businesses to assist with business continuity and longer-term resilience beyond the more immediate term assistance provided by the State and Commonwealth Governments.

Isaac Regional Council as trustee of the funds will accept applications and distribute funds through a staged program primarily for:

Aim of funds	Stage
Grants to businesses for payment of unavoidable and non-deferrable outgoings or supply costs which allow business continuity	First Stage – focusing on responding to hardship cases to maintain a level of meeting commitments
Grants where there is a legitimate need to reconfigure/diversify a business model due to the pandemic and ongoing recession	First stage and later stages - Initially to identify those actively and who can keep operating, be it in restricted or using diversifying means.
Grants to businesses for re-establishment costs (including marketing) after closure	Later stages - Maintaining the fluidity of this event, Council will consider further Program initiatives to assist businesses and also reliant of receiving funds for initiative.
Further purposes may be identified as the pandemic/recession evolve and funds become available to the Trust	



The cost of administering the fund is to be entirely absorbed by the Isaac Regional Council, so 100% of the money raised can be distributed to the small-medium businesses in Isaac who need it.

## **AVAILABLE FUNDING – FIRST INITIATIVE OF COMMUNITY CHEST PROGRAM FUND**

For the initial round of funding, with a view to respond to the immediate concerns of cashflow, the maximum grant amount per business is \$10,000.

The first initiative under this Program is to make available the following funding options:

**FINANCIAL HARDSHIP**

Assistance required to maintain unavoidable and non-deferrable expenses to keep business enabled

Small Business

Medium Business

**ASSISTANCE FOR PROFESSIONAL ADVICE**

**ASSISTANCE TO COVER DIVERSIFICATION STRATEGY**

Small Business

Medium Business

**ASSISTANCE FOR RE-ESTABLISHMENT**

Small Business

Medium Business

Should a business receive funding in the initial stages, this does not preclude them from future funding under this program. However, Council will be ensuring that all eligible applicants have fair and equitable access to funding. Note: multiple applications can be made up to the maximum amount available under the grant.

All applications will be evaluated by a dedicated Evaluation Panel, as endorsed by Council with the final delegation of authority to release payments by a special-purpose Standing Committee of Council or Council.

Should the Isaac Community Chest funds be oversubscribed, Council may not be able to fund all grant applications or fund them to the extent requested.

As the Federal and State Government assistance packages continue to be rolled out, these will be monitored and should the Isaac Community Chest Fund provide the opportunity for another or alternate round of funding for applicants, these guidelines may be amended to provide further opportunity to Isaac Businesses and will be advertised accordingly.

## ELIGIBILITY CRITERIA

To be eligible for an Isaac Community Chest Grant, the applicant must:

- i. Be a small-medium business owner located and operating in the Isaac Region;
- ii. Hold an Australian Business Number (ABN) and have held that ABN during the COVID-19 pandemic and recession;
- iii. Own a small-medium business located and operated in the Isaac Region that has suffered a downturn in turnover as a result of the COVID-19 pandemic and recession;
- iv. Have been engaged in carrying on the small-medium business when affected by the COVID-19 pandemic and recession in the Isaac Region;
- v. Be primarily responsible for meeting the costs claimed in the application; and
- vi. Intend to re-establish the small-medium business in the Isaac Region.

Applicants are encouraged to review the Isaac Community Chest Fund: Covid-19 Pandemic and Recession Framework which lists out eligible items.

## HOW TO APPLY

1. To be considered for an Isaac Community Chest grant please submit a completed application form, accompanied by the documentation stated on the application form.
2. Application forms and related information can be accessed at [www.isaac.qld.gov.au](http://www.isaac.qld.gov.au).
3. Completed applications are assessed in order of receipt and Isaac Regional Council may request further information to help assess an application.

## TERMS AND CONDITIONS

1. Applicants must retain all records and receipts for assistance received under the Isaac Community Chest Grant COVID-19 Pandemic and Recession Program for seven years after the closing date for applications in line with Australian Taxation Office requirements.
2. Applicants must consent to any Isaac Regional Council requests for official receipts or records to verify the amounts given under the program have been used in accordance with the claim.
3. Should it be identified that funds were not attributed to a business continuity measure, the applicant may be requested to return the value of the funds not used in accordance with the guidelines and application intent.
4. Applicants acknowledge that Council's decision is final and the business may not receive the maximum payment following evaluation.
5. Applicants are to ensure they have all necessary permits/approvals to operate their business and are meeting all health and safety standards.
6. Applicants acknowledge that Council does not accept any liability or responsibility for the business.

## OTHER MATTERS

1. Grants under this Program may result in financial, taxation, legal or other impacts. Applicants are advised to seek independent financial advice in regard to these impacts. Applicants may also seek advice from the Australian Tax Office on 1800 806 218 if they have further questions about their individual situation.
2. Applicants are advised to seek clarification if grants under the Isaac Community Chest Grant Program could impact on any State or Federal assistance packages available to the applicant.
3. All small-medium businesses are encouraged to contact the Mentoring for Growth Program provided by the Queensland Government, who have set up a Coronavirus Business Support Hotline - contact 1300 654 687 or [m4g@desbt.qld.gov.au](mailto:m4g@desbt.qld.gov.au) for more information.

<https://www.business.qld.gov.au/running-business/growing-business/business-mentoring/mentoring-growth>

## DEFINITIONS

### TERM

### MEANING

Review Date	<del>31 October 2020</del> <u>30 June 2022</u> (or sooner should the fund not be meeting its purpose).
Full-time equivalent employee	Means an individual who ordinarily works for at least 35 hours each week for the business (full time equivalent can be made up of casual employees).
Location of business ( <i>small-medium business owner</i> located and operating in the Isaac Region)	A supplier that: <ol style="list-style-type: none"><li>a. is beneficially owned by persons who are residents or rate payers in the Isaac Region; or</li><li>b. has its principal place of business within the Isaac Region; or</li><li>c. otherwise has a place of business within the Isaac Region which solely or primarily employs persons who are residents or ratepayers of the Isaac Region.</li></ol>
Medium Business	<ol style="list-style-type: none"><li>a. Holds an Australian Business Number (ABN)</li><li>b. Is not a public company, charitable business (charitable business means a business that does not operate to make a profit) or a body corporate under the <i>Body Corporate and Community Management Act 1997</i>; and</li><li>c. Employs greater than 20 full-time employees (or fewer than 200 equivalent full-time employees) – equivalent full-time employees can be determined using the following formula: <math display="block">E = F = P/35</math><p>E means the number of equivalent full-time employees of the business;</p></li></ol>

	F means the number of full-time employees of the business; P means the total number of hours worked each week by employees who do not work full-time for the business.
Official receipt/record	A receipt including the name and address and ABN (if applicable) of the entity that issued the receipt and a description of each item to which the receipt relates.
Public Company	Means a public company within the meaning of the <i>Corporations Act</i>
Reestablishment	Means the carrying out of activities that are necessary to help the Small Business continue or resume production at a similar level as before the COVID-19 pandemic and recession.
<u>Diversification</u>	<u>Is when a business develops a new product or expands into a new market to enhance sustainability due to impacts from the Covid-19 pandemic</u>
Small Business	<p>a. Holds an Australian Business Number (ABN);</p> <p>b. Is not a public company, charitable business (charitable business means a business that does not operate to make a profit) or a body corporate under the <i>Body Corporate and Community Management Act 1997</i>; and</p> <p>c. Employs fewer than 20 full-time employees (or fewer than 20 equivalent full-time employees – equivalent full-time employees can be determined using the following formula:</p> $E = F = P/35$ <p>E means the number of equivalent full-time employees of the business; F means the number of full-time employees of the business; P means the total number of hours worked each week by employees who do not work full-time for the business.</p> <p>d. If operated by a sole trader and the business has no employees other than the sole owner, the sole owner must derive the majority of their income from the business unless the applicant can satisfy Council that the sole trader, immediately before the COVID-19 pandemic, derived the majority of income from the business and that the majority of income from the business and that the majority of the sole trader's income would have from the small business again, were it not for the eligible disaster.</p>
Small business owner	Is a sole trader, partnership, private company or trust that carries on a small business

## REFERENCES AND RELATED DOCUMENTS

- Australian Securities and Investments Commission

# GUIDELINE

- *Corporations Act 2001*
- *Local Government Act 2009*

## DOCUMENT ID/NAME

ID	NAME
CORP-MISC-082	Isaac Community Chest Fund: Covid-19 Pandemic and Recession Framework
CORP-FRM-312	Isaac Community Chest Fund Grant Application
	<a href="#">COVID-19 Strategic Recovery Plan</a>
	<a href="#">Pandemic &amp; Recession Tactical Response Framework and ...</a>

# TERMS OF REFERENCE – SPECIAL COMMUNITY GRANT STANDING COMMITTEE

## S264(1)(A) LOCAL GOVERNMENT REGULATION 2012 – APPOINTMENT OF COMMITTEES

### PURPOSE

The purpose of the Special Community Grant Standing Committee is to receive and consider grant/funding opportunities and applications to implement the:

- Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Framework and Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Guideline;
- Isaac Region - Special Emergency Community Grants; and
- Any other related initiatives as determined by Council.

The aim is to:

- ensure consistency in the evaluation and distribution of funds to small - medium businesses;
- to strategically consider and determine initiatives during the evolution of the Grants and Funding programs related to the COVID-19 pandemic and recession; and
- to strategically consider and determine initiatives to assist all facets of the community that are impacted by the COVID-19 pandemic and recession.

These Terms of Reference need to be read in conjunction with the Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Framework and Isaac Region Community Chest Grant: Covid-19 Pandemic and Recession Guideline and Isaac Region - Special Emergency Community Grants Guidelines.

For the purposes of timelines which will guide the Special Community Grant Standing Committee, the reference date to retrospectively consider applications will be the date that the World Health Organisation declared the Pandemic (11 March 2020) as the period considered relevant for applications, however each application will be considered on its merit.

### SCOPE AND RESPONSIBILITIES

This committee deals with all matters that align with the COVID-19 Pandemic and Recession initiatives and community stimulus activities. For clarity the Special Community Grant Standing Committee will be responsible for the oversight of grant applications under the Isaac Region Community Chest-, ~~The e-Isaac Region Special Emergency Community Grants schemes~~ has come to the and the conclusion of that program with , noting Council's ongoing Community Grants fund that is available to support non profit organisations.-

The Special Community Grant Standing Committee considers officer recommendations and has the delegated authority to resolve matters (resolutions).

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers;
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers;
3. Discuss and formulate resolutions.

### AUTHORITY

- The Special Community Grant Standing Committee is a Standing Committee and has full right of access to

all levels of management through the Chief Executive Officer.

- The Special Community Grant Standing Committee reports directly to Council, however is a decision-making body whereby resolutions of the Committee are to be acted on immediately, without requiring Council adoption.
- To evaluate and determine the level of funds to distribute to small - medium businesses, in line with set criteria and guidelines, until the ~~30<sup>1</sup> October~~ December June 2022<sup>10</sup>, at which time this delegation will be revoked or extended
- The Special Community Grant Standing Committee minutes will be presented to Council where the resolutions will be ratified and further endorsed.
- The Special Community Grant Standing Committee has the authority to conduct or authorise investigations into matters within its scope of responsibility and in accordance with the Act.
- From 24 March 2021 (resolution 7190), the schedule of meetings for the Special Community Grant Standing Committee has been suspended, with delegated authority to the Mayor to reactivate the schedule of meetings if and when they are required.
- Whilst the Committee is suspended should adhoc Community Chest applications be received and require resolution, this can alternatively be conducted through Council's Standing Committee and Statutory meeting process.
- ~~• From 1 November 2020 delegate authority to the Mayor and Chief Executive Officer in consultation with the relevant Divisional Councillor/s to approve Special Emergency Community Grants Applications between Special Community Grant Standing Committee meetings for emergency applications that will impact a Community Event delivery if a decision is not made in an appropriate timeframe.~~
- ~~– Where this authority is enacted, the Chief Executive Officer will issue email advice to the Special Community Grant Standing Committee members for their information and submit a report to the next Special Community Grant Standing Committee for ratification. Alternatively, a report can be submitted to Council for consideration.~~

## MEMBERSHIP

The membership of the Special Community Grant Standing Committee shall comprise of, by resolution, five (5) elected representatives, one of which will be appointed the chair:

CHAIRPERSON*	MEMBERS*
Mayor Anne Baker	Cr Gina Lacey Cr Viv Coleman Cr Greg Austen Cr Jane Pickels

\*as adopted by Council at its meeting 21 April 2020, resolution #6570

Where the Chair cannot attend, they are to nominate an alternate from the Members to assume the role of the Chair for that meeting.

Where a Member cannot attend the scheduled Standing Committee meeting, Council may nominate another Isaac Regional Council Elected Representative to act as their alternate for that meeting. Only one alternate member can be nominated per meeting. (s266 *Local Government Regulation 2012*) For the purposes of this meeting the alternate will have full voting rights.

All Elected Representatives of Isaac Regional Council, who are not members of the Special Community Grant Standing Committee, are welcome to attend and participate in the meeting, however unless officially appointed as an alternate member for a member of the Special Community Grant Standing Committee, they have no voting rights.

## TERM OF OFFICE

The Special Community Grant Standing Committee is a temporary Standing Committee will have an extended fixed term till ~~30<sup>1</sup> July~~~~December~~~~June~~ 202~~1~~~~2~~ with a report is to be presented to Council at this time, to close out the Committee or propose any extension or re-purposing of funds remaining.-

The membership of the Special Community Grant Standing Committee can be amended by resolution, as determined by the Council.

## QUORUM

The quorum for Council's standing committees be fixed as a majority of its members or at least one half of its members. A quorum will be a minimum of three (3) members. Council/Members are encouraged to nominate an alternate to ensure Standing Committees proceed.

(NB: This is in accordance with Section 269 of the *Local Government Regulation 2012*)

Participation of the Standing Committee meetings can be undertaken by either in person or video conferencing methods.

## FREQUENCY OF MEETINGS

From 26 March 2021, the schedule of meetings for the Special Community Grant Standing Committee will be suspended, with delegated authority to the Mayor to reactivate the schedule of meetings if and when they are required.

Should the Committee be reactivated, the schedule of meetings will be determined at that time. Meetings of a committee are to be held at the times and places decided by the committee as per s268 (Frequency of meetings) of the *Local Government Regulation 2012*.

The Calendar of Meetings will be published on Council's website and a public notice issued at least annually when schedule is adopted or when amended.

## GOVERNANCE ARRANGEMENTS

### AGENDA DISTRIBUTION

The agenda for this committee will be distributed in accordance with s258 (Notice of meetings) of the *Local Government Regulation 2012*. A list of items for this committee will be available for viewing on Council's website at the same time agendas are delivered to all councillors.

The Agenda will be delivered to Councillors no less than two (2) business days prior the scheduled meeting date.

### CONDUCT OF MEETINGS

The Special Community Grant Standing Committee operates in accordance with s270 (Procedure at meetings) of the *Local Government Regulation 2012* and Councils Standing Orders.

### RECORDING OF MINUTES

In accordance with Section 272(6) of the *Local Government Regulation 2012*, Council will take and prepare minutes of meeting and provide a written report or reports of the committee's recommendations to the Ordinary Council meeting for consideration and adoption.



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**MEETING DETAILS**

**Planning Environment and Community Services  
Standing Committee**  
Tuesday 7 December 2021

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**AUTHOR**

Jana Hesketh

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**AUTHOR POSITION**

Manager Community Engagement Programs and Events

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**5.4****ISAAC REGION 2022 AUSTRALIA DAY AWARDS**

## EXECUTIVE SUMMARY

This report seeks endorsement for the finalisation of the Isaac Region 2022 Australia Day Award winners.

## OFFICER'S RECOMMENDATION

*That the Committee recommend to Council that:*

- 1. Responsibility be delegated to the Mayor and Chief Executive Officer to finalise the Isaac Region 2022 Australia Day Award recipients based on guidance from Councillors.***

## BACKGROUND

Council is required to deliver civic and other community events across the Region as per Council's Annual Operational Plan and Community and Corporate Plans. Council is committed to a process of continuous improvement in relation to event planning and delivery within our regional communities to provide programs which meet community expectations.

Council's annual Isaac Region Australia Day Awards program provides an opportunity to celebrate the unsung heroes and community champions who embody the pure people power which drives the Region.

Council recognises achievement through four regional-level awards: Citizen of the Year, Young Citizen of the Year, Community Event of the Year and Corporate Community Contribution of the Year. An additional Spirit of the Isaac Award may be presented at the discretion of Council.

At the community-level, individual and group medallions are presented in the fields of achievement, sport, arts/culture and business. A Mayor's Award is also presented in each community, selected at the discretion of the Mayor from among the local nominees.

To facilitate the annual judging process, Councillors are provided with a copy of all regional and local nominations for their consideration and the determination of winners against the award criteria.

In order to ensure deadlines for the follow-up notification of nominees and printing of certificates and medallions are met, it is requested that Council delegate responsibility to the Mayor and Chief Executive Officer to finalise the list of award recipients based on the above guidance from Councillors.

All nominees and the recipients of regional level awards and local medallions will be recognised at Australia Day awards ceremonies in communities across the region on Tuesday 25 January and Wednesday 26 January 2022.

## IMPLICATIONS

Provision has been made in the FY2021-22 Engaged Communities Operational Budget to support a local awards program and celebrations across Isaac communities.

## CONSULTATION

Director Planning, Environment and Community Services

Community Relations Officers

Engaged Communities Administration Officer

## BASIS FOR RECOMMENDATION

This report seeks Council's endorsement to finalise the Isaac Region 2022 Australia Day Award winners.

## ACTION ACCOUNTABILITY

Manager Community Engagement Programs and Events to oversee implementation of 2022 Australia Day program and events.

## KEY MESSAGES

Council's Community Events Program continues to build communities in line with the Isaac Vision.

<b>Report prepared by:</b> JANA HESKETH <b>Manager Community Engagement Programs and Events</b> Date: 30 November 2021	<b>Report authorised by:</b> DAN WAGNER <b>Director Planning, Environment and Community Services</b> Date: 30 November 2021
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- Nil

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## MEETING DETAILS

Planning, Environment and Community Services

Standing Committee

Tuesday 7 December 2021

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## AUTHOR

Bruce Wright

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## AUTHOR POSITION

Manager Community Facilities

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## 5.5

## SERVICE ARRANGEMENTS – ISAAC REGIONAL POOLS

### EXECUTIVE SUMMARY

This report seeks the endorsement of Council to build on the management framework for Isaac Regional Pools that operate under an Operations and Management Lease arrangement. Specifically, ensuring that communities are afforded the highest levels of service, families are provided unrestricted access to join learn to swim classes and the sport of swimming is preserved and enhanced across the Region.

### OFFICER'S RECOMMENDATION

*That the Committee recommends that Council:*

- 1. Acknowledges and endorses the various State and Federal initiatives supporting and promoting water safety and learning to swim throughout Australia and Queensland as being models of best practice for Isaac Regional Pools.*
- 2. Authorises the Chief Executive Officer to engage duly qualified, competent and experienced Learn to Swim Instructors and Swimming Coaches to deliver services at Isaac Regional Pools under external management when Lessees and Management Groups where they are unable to provide these services (regardless of the reason).*
- 3. Authorises only locality based Learn to Swim Instructors and Swimming Coaches to deliver services to sites where Learn to Swim and Swimming Coaching are not available.*
- 4. Authorises the service providers nominated in Clause 2 to continue the delivery of such services until such time as the Lessee and/or Management Group provides documentary evidence of their capacity to provide these services to be delivered by accredited, competent and experienced personnel possessing appropriately recognised (Swim Australia and/or AUSTSWIM) qualifications.*
- 5. Authorises Lessees and/or Management Groups to provide written notice of two (2) weeks to external service providers to cease the provision of services upon Lessees and/or Management Groups satisfying Council that they can deliver these services effectively and efficiently by utilising duly trained, qualified and competent staff.*
- 6. Authorises Lessees and/or Management Groups of Isaac Regional Pools to charge the service providers nominated in Clause 2 for the use of lane hire to deliver these services as appropriate and detailed in Council's Fees and Charges.*

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7. ***Endorses an amendment to Council's Fees and Charges for Swimming Pools at Middlemount to remove the words "Lane Hire is not available for Learn to Swim programs".***
  8. ***Authorises an amendment to Council's Fees and Charges for Swimming Pools at Moranbah, Middlemount, Clermont, Dysart, Glenden and Nebo to include the words "Lane Hire is available for Learn to Swim Programs and Coaching only with written approval from the Chief Executive Officer".***
  9. ***Authorises the Chief Executive Officer to negotiate, vary, determine and execute the instruments to support and action clauses 2, 3, 4, 5, 6, 7 and 8.***

## BACKGROUND

Over the course of many years, Isaac Region Swimming Pools have been managed and operated by external service providers under a corresponding Trustee/Freehold Lease arrangement. Lessees have been appointed by virtue of competitively bid tenders that are assessed against the tender criteria, past performance and operational approaches among other considerations. Historical placements throughout the Region have presented the broad continuum of operational and administrative challenges, however, the process of Lessee placement and ongoing management and oversight has significantly matured.

The overarching intent of the outsourced Pool Management and Operation arrangement is to appoint the highest level of competent and compliant aquatic services providers to provide communities with a clean and functional aquatic facility, learn to swim classes, coaching and general services. The commercial benefits attached to the provision of these services are afforded to Lessees. In the event a Lessee is unable to provide these services, no direct commercial disadvantage applies to the Lessee; to the contrary, the community is disadvantaged. The subsequent offer of tenure is substantially weighted on a service providers ability to offer the services contained within the tender, mobilise on time and commence service delivery at the time of mobilisation.

The Community Facilities Department is acutely aware of the high level of risk attached to the operation of public aquatic facilities and accordingly, manages these risks as best as reasonably possible with the support of the Organisational Safety team. However, the Regional operating environment brings a number of additional considerations which include: a large farming population, transient workforce and family arrangement and a high-level reliance on community infrastructure to support social and cultural life. As a rural region, rivers, creeks, dams and coastal areas are frequently used by residents for swimming.

The Isaac Region aquatic centres and pools are focal points within communities, particularly to children and youth. This is clearly identified within the 2021 Community Swimming Pool Survey and the following data extracts from participant responses demonstrate the high level of value and the reliance that Isaac communities place on pools:

- **162** survey respondents. Of which:
  - **98** have children aged between 0-12;
  - **62** visit their local swimming pool twice or more each week;
  - **55** utilise their local swimming pool to engage in Learn to Swim for their children;
  - **23** utilise their local swimming pool as members of their local swimming club;
  - **47** identify safety as their priority around water;

- **52** identify that their local swimming pool is a significant contributor to liveability and makes their community a better place to live in.

The Queensland Family and Child Commission (QFCC) collects and analyses data relating to every child death in Queensland. The Commission's statistics into drowning identify that:

- **14** children aged between 0-17 drown in Queensland each year. Of which, **9** are aged 1-4 years;
- Children under **5** years are most likely to drown in private pools, rural dams and bathtubs.

In isolation, the community survey responses provide strong indicators of community priorities. When read in conjunction with the substantive and analysed statistical data maintained by the Queensland Family and Child Commission; Isaac Region pool usage, age of users and regional physical features might reasonably be considered as being consistent with the high-risk areas identified by the Commission. It is important to note that the Commission recommends to *"teach children to swim from a young age and learn resuscitation"* as part of a remedial action plan.

The risk and statistics for drowning and other misadventure in swimming pools and other bodies of water is well documented and remain the highest level of priority with the Queensland Government, the Royal Life Saving Association, The Queensland Family and Child Commission, Swimming Queensland and Swim Australia among many others. Access to local Learn to Swim and Coaching services in this region is completely reliant on the ability of local Pool operators to provide these services – this is corroborated by the Community Survey, Pool User Groups, Statistics and the myriad of initiatives to promote water safety and learning to swim. The unavailability of local services will require families to enrol in classes at other centres.

During the preceding two months, Officers have received multiple complaints from the community who are unable to enrol their children in Learn to Swim Classes at their local pool/s as a consequence of the services not being available. Similarly, Coaching services are also said to be unavailable. Additionally, Officers have been made aware of suitably qualified and experienced Swim Instructors and Coaches being turned away from pools as a consequence of their commercial considerations.

This report seeks Council's endorsement to permit an external provider of Learn to Swim and/or Swimming Coaching services to step in and provide these services in the event that a local Lessee is unable to do so; regardless of the reason/s for the service being unavailable. It further seeks Council's endorsement to allow the Lessee and/or Management Group to charge the service providers no greater than that outlined within Council's Fees and Charges for the use of lane/s and facility as required. It is anticipated that the service provider will charge participants a fee that is mutually agreed upon by both parties. It is recommended that upon a Lessee and/or Management Group intending to initiate or re-instate these services, suitable documentary evidence of capability, qualification and effectiveness must be submitted to Council for endorsement. Concurrently, the Lessee and/or Management Group will be required to provide the service provider with written notice of cessation of services within a period of not less than two (2) weeks.

## IMPLICATIONS

Service Levels – Council enters into Swimming Pool Management and Operation Leases and Management Agreements in good faith based on tender submissions and operational plans submitted by Proponents. Learn to Swim and Coaching are considered as being critical services and are defined items in recommended action plans for Government and NFP's actively promoting water safety and the reduction of infant mortality by drowning. An inability to provide these services is detrimental to Constituents: financially, as they travel out

of the region seeking these services and developmentally, by virtue of children being unable to learn and train locally.

Financial – The inability of Lessees and Management Groups to operate Learn to Swim and/or Coaching constitutes a loss of revenue to their respective organisation – no service, no revenue. Lessees and/or Management Groups will receive hire fees resulting from this arrangement. No financial impacts apply to Council.

Lease – The revised Trustee leases are not impacted by the proposed arrangements.

Social Responsibility – Child mortality as a consequence of drowning presents an alarming statistic. The Isaac Region holds many bodies of water that are actively utilised by Constituents. Regional Queensland relies heavily of the provision of Learn to Swim and Coaching services to provide another level of competency to reduce the risk of drowning. It is untenable to prevent access to learning to swim and coaching services.

## **CONSULTATION**

Director Planning Environment and Community Services

Manager Safety and Resilience

Manager Governance and Corporate Services

Manager Council Operated Community Facilities

Program Leader Leased Council Facilities

Senior Community Leasing Officer

## **BASIS FOR RECOMMENDATION**

The Management and Operation of Council owned swimming pools throughout the Isaac Region relies on Lessees and Management Groups to provide the highest level and diversity of services practicable to each location. To achieve this, Council tendering processes seek to identify the most logical, fit for purpose and service driven Proponents that offer the best levels of service to communities. In the absence of critical service offerings including Learn to Swim and Coaching, Council is resolute in developing a proactive and reasonable contingency to support the Region.

## **ACTION ACCOUNTABILITY**

Manager Community Facilities to action alternate arrangements as required.

## **KEY MESSAGES**

Council is committed to the health and safety of its Constituents.

Council is committed to ensuring the provision of the best levels of service available to its Constituents.

Council is committed to all National and State safety initiatives.

Council is committed to the preservation and promotion of the sport of swimming.

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<b>Report prepared by:</b> BRUCE WRIGHT <b>Manager Community Facilities</b>  Date: 22 November 2021	<b>Report authorised by:</b> DAN WAGNER <b>Director Planning Environment and Community Services</b>  Date: 30 December 2021
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## ATTACHMENTS

- Nil

## REFERENCE DOCUMENT

- National Swimming and Water Safety Framework – Royal Life Saving Australia
- Isaac Region Community Swimming Pool Survey – 2021

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## MEETING DETAILS

**Planning Environment and Community Services**

**Standing Committee**

Tuesday 7 December 2021

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## AUTHOR

Bruce Wright

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## AUTHOR POSITION

Manager Community Facilities

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**5.6**

**REGIONAL POOL STATUS REPORT – OCTOBER 2021**

## EXECUTIVE SUMMARY

This report provides an overview of the operating and administrative status of the Region's swimming pools for the month of October 2021.

## OFFICER'S RECOMMENDATION

*That the committee recommends that Council:*

- 1. Receives and acknowledges the status of the Region's swimming pools.***

## BACKGROUND

During mid-2021, Isaac Regional Council released tenders for the management and operation of Council owned pools at Middlemount, Clermont, Nebo, Dysart and Moranbah. The tenders were released to the open market and a very limited response was received.

An independent assessment panel made a series of recommendations based on quantitative assessments and a resolution was subsequently passed to award the Management and Operation of the Middlemount, Clermont and Nebo pools to Lifeguarding Services Australia Pty Ltd (LSA); and the Management and Operation of the Dysart Pool to DMR Leisure. The Greg Cruickshank Aquatic Centre remains under Council Management and Operation.

The award saw the implementation of a revised Lease and Standard Terms that incorporated a higher-level oversight of compliance, Lessee engagement and the ongoing consultative management of community and Lessee relationships with Council. To achieve this, Community User Groups have been formed to hear and receive community input into the current and future management of the pools; and in addition, a regimented monthly inspection and Lessee meeting protocol has been implemented. The Lessee meeting protocol also incorporates the inspection of the site under management and the completion of an extensive checklist that incorporates the Queensland WHS Regulator Pools Checklist.

As a consequence of the volume of information collected and the expanse of the Region, Lessee meetings will be held in arrears and reports will concentrate on the preceding month. The key reporting criteria for the monthly report includes, but is not limited to:

- General Observations – Appearance, COVID 19 compliance, customer service availability, sanitisation and maintenance;
- Lessee Reporting – Operating records, data entry into SMART and staff qualifications;



- 
- Regulators Checklist – Operational plans, compliance, signage, chemical handling and safety, water quality, safety signage, supervision, first aid and facility design.

The application of the reporting criteria to a cumulative: pass, partial pass or failure against a reasonable test of compliance is made. All assessments are recorded by virtue of a traffic light colour code for ease of interpretation. Corrective action reports will be circulated to all parties as applicable and the results of the action status will be reported in subsequent status reports presented to Council. A model of continuous improvement will visibly develop across each site.

This report provides an overview of the October 2021 reporting period. Some aspects of the assessment are indicative failures that remain beyond the control of the Lessee and require Council intervention. The October inspections identified a number of marked improvements at all sites and based on the assessment criteria, the following results apply:

- Middlemount – Failure with little to no improvement of past reporting
- Clermont – Pass
- Nebo – Pass
- Dysart – Pass
- Moranbah – Pass
- Glenden – Pass

Pools at Flaggy Rock and St Lawrence will undergo a separate assessment in accordance with Management Agreements once executed. Both pools are functioning well and in accordance with applicable guidelines.

Pool Lessees and relevant Officers have been served with Corrective Actions as a consequence of the inspection. These include, but are not limited to reporting requirements, COVID-19 and sanitisation requirements, site cleanliness, failure to provide services, equipment care and signage.

A Notice to Remedy Breach of Covenant has been served on LSA to provide evidence of Working with Children compliance, COVID- 19 guidelines compliance and administrative issues.

## **IMPLICATIONS**

The inspections will continue to identify a number of areas for immediate corrective action. This approach is aimed at reducing the prevailing risk to Council and Lessee operators. This further extends to the health and well-being of pool users.

## **CONSULTATION**

Director Planning Environment and Community Services

Pool Coordinator, Greg Cruickshank Aquatic Centre

DMR Leisure Proprietary Limited

GW and HD Davie

Lifeguarding Services Australia Proprietary Limited

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## BASIS FOR RECOMMENDATION

The recommendation supports the ongoing management and operation of the Region's swimming pools and provides a transparent overview of site and Lessee performance.

## ACTION ACCOUNTABILITY

Manager Community Facilities to manage and oversee the application of corrective actions.

## KEY MESSAGES

Council is committed to the provision of fit for purpose and compliant swimming pool facilities to its Constituents.

Council is committed to ensuring appropriate steps are taken to enforce compliance.

<b>Report prepared by:</b> BRUCE WRIGHT <b>Manager Community Facilities</b>  Date: 30 November 2021	<b>Report authorised by:</b> DAN WAGNER <b>Director Planning Environment and Community Services</b>  Date: 30 November 2021
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## ATTACHMENTS

- Attachment 1 - Pool Inspection Score Card

## REFERENCE DOCUMENT

- Queensland Workplace Health and Safety Regulator Checklist

Site Inspection and Lessee Meeting Summary			Sep-21					Oct-21					NOTES - OCTOBER 2021		
Category	#	Item	CLM	MMT	NBO	DYS	GLN	MBH	CLM	MMT	NBO	DYS		GLN	MBH
General Observations	1	Street appeal - does the facility present as being welcoming, neat and presentable?	Red	Red	Green	Green	Green	Green	Red	Red	Green	Green	Green	Green	Clermont - carpark requires minor capital works Middlemount - requires regular monitoring & clean up
	2	COVID compliance - Is an approved Qld Government QR code clearly visible?	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
	3	COVID compliance - Is hand sanitiser available near to the point of check in and/or in other locations?	Green	Red	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - No improvement made
	4	Presentation - Do the pool, grounds and surrounds present well?	Green	Red	Red	Green	Green	Green	Green	Red	Red	Green	Green	Green	Middlemount - no improvement made. At the time of inspection, the pool had been closed for two days and no obvious attention to the grounds was given. Nebo - construction litter is evident across the site. An RFQ has been released for re-turfing
	5	Customer Support - Does the facility offer minimum service support to customers?	Red	Red	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - no EFTPOS facilities are available
	6	Swimming - Does the facility offer swimming lessons and/or other swimming support?	Red	Red	Red	Green	Green	Green	Red	Red	Red	Green	Green	Green	Middlemount - no LTS or swimming support services are offered. Standing Committee report submitted. Nebo - swimming lessons are administered by the school.
	7	Are the male and female amenities clean and serviceable?	Red	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
	8	Is Council owned and furnished equipment functional, safely stored and well maintained?	Red	Red	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	
	9	Are maintenance requirements being adequately attended to and/or reported to Council?	Green	Yellow	Green	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - minor maintenance requirements remain outstanding
	10	Is the facility adequately equipped with rubbish receptacles?	Yellow	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	Green	
Lessee Reporting	1	Lessee issues - includes concerns & complaints across all aspects of site operations	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	2	Complaints reported to the Lessee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	3	Incidents reported and/or observed by the Lessee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
	4	Does the Lessee maintain a register of patron warnings, behaviour reporting and other violations of pool rules?	Red	Red	Red	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - no register was sighted or presented
	5	Is the Lessee reporting daily information into SMART in accordance with the Lease reporting requirements?	Red	Red	Red	Green	Green	Green	Yellow	Green	Green	Green	Green	Green	
	6	Are the qualifications, certificates, working with children and other relevant documents relating to Lessee employees registered on SMART in accordance with the Lease reporting requirements?	Red	Red	Red	Green	Green	Green	Yellow	Green	Green	Green	Green	Green	
Regulators Checklist	1	Is there a current copy of the Guidelines to Water Safety in hard copy at the facility?	Red	Green	Red	Green	Green	Green	Green	Green	Green	Green	Green	Green	
	2	Is there a current Pool Safety Certificate or Pool Safety Management Plan in hard copy at the facility?	Red	Red	Red	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - attendant on duty unable to provide any details
	3	Is there a system of regular checks to ensure that the pool barrier/s meet pool safety standards?	Red	Red	Red	Red	Green	Green	Red	Red	Red	Green	Green	Green	Barriers, fencing and gates for all sites are the subject of an RFQ
	4	Has an Emergency Action Plan (EAP) been developed for the facility?	Red	Red	Red	Green	Green	Green	Green	Red	Green	Green	Green	Green	Middlemount - not sighted in hardcopy
	5	Is the EAP regularly reviewed?	Red	Red	Red	Green	Green	Green	Green	Red	Green	Green	Green	Green	
	6	Has there been a practice full centre evacuation during operational hours within the last 12 months?	Red	Red	Red	Red	Red	Red	Red	Red	Red	Green	Red	Red	All sites evacuations will be carried out within the ensuing months

	7	Are all facility staff trained in the EAP?												Unknown to the Attendant on duty
	8	Do all staff hold appropriate and current qualifications?												
	9	Do staff undertake regular internal training within the facility?												
	10	Are reports made for every incident within the facility, and are they kept for an appropriate timeframe?												No incidents are recorded or reported in accordance with Lease clauses
	11	Has a risk management study been done for the deployment of pool supervision?												Unknown to the Attendant on duty, no hard copy sighted
	12	Has a risk management study been done for OHS at the facility?												Unknown to the Attendant on duty, no hard copy sighted
	13	Has a risk management study been done for the storage and use of Hazardous Chemicals/Dangerous Goods at the facility?												Unknown to the Attendant on duty, no hard copy sighted
	14	Are there effective communication strategies in place for the facility users?												
<b>Water Quality &amp; Chemicals</b>	15	Is all pool water monitored and maintained within regulations?												
	16	Is there plant operations logbooks/diary and are adjustments and treatments recorded?												Middlemount - no records sighted Nebo - form sighted, yet to be completed Moranbah - no records sighted, reporting directly to SMART
	17	At the time of inspections, is the facility open for use and the pool water sufficiently clear?												
	18	Is the chemical storage area clean and tidy?												No improvement evidenced
	19	Are dry chemicals stored off the floor?												
	20	Are dry chemicals stored to prevent mixing?												
	21	Can liquids spill onto dry chemicals?												
	22	Are chemicals separated by the appropriate distance?												No improvement evidenced
	23	Are SDS (Safety Data Sheets) available for each stored chemical, including those for cleaning?												No improvement evidenced
	24	Have all SDS's been prepared by the manufacturer or importer?												No improvement evidenced
	25	Are all SDS's current?												No improvement evidenced
	26	Are SDS's located within the chemical storage area, as well as one other location in the aquatic facility?												No improvement evidenced
	27	Has a Hazardous Substance register been prepared?												No improvement evidenced
	28	Is there appropriate bunding of liquid chemicals?												
29	Is appropriate PPE (Personal Protective Equipment) provided in plant and chemical areas?													
30	Is PPE stored and maintained for immediate and correct operation?												No individual PPE (specifically face mask)	
31	Are carbon dioxide gas cylinders secured to prevent their falling and sustaining damage to tanks or fittings?	N/A	N/A		N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A	Nebo - no securing mechanism installed during capital works. Quotations being sought
<b>Safety Signage</b>	32	Are all chemical storage areas clearly labelled?												
	33	Is signage displayed in plant rooms and chemical handling areas promoting the use of the required PPE?												
	34	Are all pipes, valves and pumps controlling water and chemical feeds, clearly labelled?												
	35	Do pipe markers have the correct colour?												
	36	Is there signage prohibiting smoking and indicating restricted areas?												



	64	Is there at least one portable first aid kit?													
<b>Facility Design</b>	65	Are exits from the facility clearly marked in any lighting conditions?													
	66	Are the rooms or compounds in which the pools are located secure outside opening hours?													
	67	Are the pool and its surrounds sufficiently lit?													
	68	If the pool is outdoor, is shading (sun protection) available?													
	69	Is the nature of the surfaces in water depth of 1.6mt or less intended to be slip-resistant?													
	70	Are fittings and fixtures flush with pool walls and floor?													Middlemount Dive blocks cracking - Engineering inspection conducted and no structural correlation to the pool shell has been identified.
	71	Are gutters, whether wet-deck or integrated with the pool wall, sufficiently protected to prevent injury through obstruction, entrapment or tripping?													
	72	Are toddlers and learners' pools located away from deep-water pools, or are there sufficient and appropriate barriers between adjacent shallow and deep-water areas?													
<b>Summary</b>		Does this inspection meet a reasonable level of compliance?												Middlemount evidence little to no improvement on the previous inspection	

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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services</b> <b>Standing Committee</b> Tuesday 7 December 2021
<b>AUTHOR</b>	Shane Brandenburg
<b>AUTHOR POSITION</b>	Manager Economy and Prosperity

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## **5.7 COVID-19 STRATEGIC RECOVERY PLAN ANNUAL REVIEW AND UPDATE**

### **EXECUTIVE SUMMARY**

The purpose of this report is to provide Council of an Annual review update of the ongoing activities that are occurring in the delivery of the Strategic Recovery Plan and seek recommendation for the proposed amendments to the Plan as stated in this report.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Receive and note the update on the delivery of the Strategic Recovery Plan and Pandemic Budget Reconciliation.**
- 2. Endorse the recommended changes to the Recovery Plan being;**
  - a. Not proceed with item BR7 Conduct Housing Forum in favour of individual industry sector stakeholder meetings through the Land development Advisory Committee.**
  - b. Amend item BR8 Encourage Targeted Industrial development to; Deliver and Industrial/Commercial land analysis to investigate the availability of Industrial/Commercial Land in the Region to explore priorities for releasing new land and trunk infrastructure requirements (and cost estimates) to achieve.**
  - c. Not proceed with TR1 Employ a targeted Tourism Development Resource.**
  - d. Add to TR5 Attraction to Region, Delivery of two "Attraction to Region" videos showcasing the Liveability and Economic Development of Isaac Region.**
  - e. Endorse \$20,000 from the Pandemic Reserve Budget for attaining Local spend data through appropriate service providers as part of BR4 Leverage Shop Isaac.**
  - f. Endorse to add Strategy line item TR14 To Deliver a Recreational Gold Prospecting/fossicking Strategy and support the delivery of such with provision of \$30,000 from the Pandemic Reserve Budget.**
  - g. Note the funding of \$77,000 for Stage 1 of the tourism signage program was achieved through Local Roads and Community infrastructure fund Round 2 and that Stage 2 of the Tourism signage project for \$100,000 is submitted for in Round 3, and endorse that pending outcomes of that application if unsuccessful a business case to Council be received should any further funding of Tourism signage be required from the remaining Recovery budget.**

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## BACKGROUND

Following the declaration by the World Health Organisation of the COVID-19 pandemic on 11 March 2020, Council acted quickly to recognise that immediate support and stimulus measures needed to be put in place.

On 26 March 2020, Council adopted several measures including a Tactical Response Plan, that included three support and stimulus packages under Business Support and Stimulus Package, Community Support and Wellbeing Package; and Community Compliance Response Package,

The three initial response support and stimulus packages were closed out and Council then adopted its Strategic Recovery Plan in October 2020 through resolution #6945. To deliver on this plan's strategy actions Council undertook a frugal budget position to enable a Pandemic Recovery budget to be in place to fund the necessary actions detailed in the plan with an approved budget achieved of \$1,000,000. The Strategic Recovery Plan contains 50 separate strategies in line with a strategic recovery framework responding to:

- Business Resilience,
- Council Sustainability,
- Disaster Recovery,
- Community Resilience; and
- Advocacy

### Strategy Status Report

Officers conducted a briefing session with Council on 18, August 2021 providing an update on the Recovery plan delivery and considerations moving forward, this report provides a line by line update on each of the Strategy Action items as per Attachment A – Strategic Recovery Plan Strategy Status Report and Attachment B - Pandemic Reserve Budget Reconciliation. Whilst the full status details are noted in those attachments an overview of the strategy action status is;

- Business resilience - 24 Strategy actions areas, 68 individual line items with 15 Completed, 42 On target, 8 Monitor, 1 Below target, 2 Not proceeding.
- Council Sustainability – 6 Strategy Action areas, 9 individual line items with 7 on target, 2 Monitor.
- Disaster Recovery – 5 Strategy Action areas, 8 individual line items, 5 On target, 2 Monitor, 1 Below target.
- Community Resilience – 9 Strategy Action areas, 20 individual line items with 2 Completed, 16 On target, 2 Monitor.

### Budget

A budget reconciliation has also been attached which gives details to the initial proposed budget inclusions, resolutions in addition to the original and recommended changes to the program as listed in the proposed Recovery Plan amendments, noting in accounting for recommendations within the report a proposed budget surplus of \$67,772 is attained.

### Proposed Recovery Plan Amendments

For noting the proposed changes to the plan are as highlighted in the recommendations of the report to seek endorsement with such amendments being;



- 
- Not proceed with item BR7 Conduct Housing Forum in favour of individual industry sector stakeholder meetings through the Land development Advisory Committee.
  - Amend item BR8 Encourage Targeted Industrial development to; Deliver and Industrial/Commercial land analysis to investigate the availability of Industrial/Commercial Land in region to explore priorities for releasing new land and trunk infrastructure requirements (and cost estimates) to achieve.
  - Not proceed with TR1 Employ a targeted Tourism Development Resource.
  - Add to TR5 Attraction to Region, Delivery of two “Attraction to Region” videos showcasing the Liveability and Economic Development of Isaac Region.
  - Endorse \$20,000 from the Pandemic Reserve Budget for attaining Local spend data through appropriate service providers as part of BR4 Leverage Shop Isaac.
    - This recommendation was as per presented at Council briefing session in august showcasing spend data sample that provides deep insight into spending habits of residents and non-residents that will inform and track many elements/projects of the Recovery.
  - Endorse to add Strategy line item TR14 To Deliver a Recreational Gold Prospecting/fossicking Strategy and support the delivery of such with provision of \$30,000 from the Pandemic Reserve Budget.
    - This proposal is in response to the initial timing of delivery of this strategy being impacted by the Pandemic and thereafter the Recovery plan deliverables. The outcomes of the strategy will support recovery, diversification and deliver economic and social benefits to the region. Also noting the recommended prioritisation of this action is in part in response to recent proposals for delivery of General-purpose areas for prospecting in Mt Morgan and this heightens the need for Isaac region to be proactive in maximising the potential of its Recreational fossicking and prospecting industry. The request for budget is to support the engagement of consultancy to aid delivery given the number of deliverables in the existing program.
  - Note the funding of \$77,000 for Stage 1 of the tourism signage program was achieved through Local Roads and Community infrastructure fund Round 2 and that Stage 2 of the Tourism signage project for \$100,000 is submitted for in Round 3, and endorse that pending outcomes of that application if unsuccessful a business case to Council be received should any further funding of Tourism signage be required from the remaining Recovery budget.

## IMPLICATIONS

### Reputational

There is a significant Isaac region community benefit in Council’s proactive actions in supporting and delivering on the initial Recovery and then resilience measures. The risk of COVID impacts to the region and broader economies remains large and the plan stands to counteract influences within Councils realm.

### Financial

A frugal budget undertaking has enabled a Pandemic reserve budget to be attained and managing delivery of the multiple elements within the budget is essential, the reconciliation of the budget lends to a small budget surplus still being attained.

## Resourcing

The Strategic Recovery plan has enabled resourcing of positions to support the delivery of the plan and still outside of those resources there are many teams are supporting actions for its delivery.

## **CONSULTATION**

Chief Financial Officer

Director Planning Environment and Community Service

Manager Engaged Communities

Manager Economy and Prosperity

Senior Advisor

## **BASIS FOR RECOMMENDATION**

Following declaration by the World Health Organisation of the COVID-19 pandemic on 11 March 2020, Council has been proactive in its recognition that immediate support, stimulus and resilience measures needed to be put in place and endorsed the delivery of the plan.

The report seeks to continue to inform Council on the delivery of the plan and recommendations for amendments are through internal review, consultation and in response to community status.

## **ACTION ACCOUNTABILITY**

The Strategic Recovery Plan has a number of action accountable areas/persons assigned to continue the strategy action deliverables.

## **KEY MESSAGES**

Council acted quickly to recognise that immediate and ongoing support, stimulus and resilience measures needed to be put in place to address both the pandemic and the anticipated recessionary effects that would follow. Council was also mindful that its actions needed to have a robust tactical and strategic framework underpinning them to ensure that resources would be used wisely and effective.

### **Report prepared by:**

SHANE BRANDENBURG  
**Manager Economy and Prosperity**

Date: 30 November 2021

### **Report authorised by:**

DAN WAGNER  
**Director Planning, Environment and  
Community Services**

Date:30 November 2021

## **ATTACHMENTS**

- Attachment 1 - COVID19 Strategic Recovery Plan - Strategy Status Report

## **REFERENCE DOCUMENT**

- Strategic Recovery Plan

# COVID19 STRATEGIC RECOVERY PLAN

## Strategy Status Report

Strategic Covid19 Recovery Plan for Business Resilience - Small to Medium Enterprise (SME)									
Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe	
BR1	Employ an Economic and Business Resilience Coordinator for two years	<i>This is a 'Concierge' role - makes connections; is the empathic go-to person within Council for business (particularly at-risk businesses under stress). It will:</i>							
		* Employ an Economic and Business Resilience Coordinator for two years.	Completed	Position filled in February 2021 and due to an internal promotion was further vacated and recruitment conducted and completed during Q1/Q2 21/22, which has impacted delivery of some elements of the Business resilience program	Ongoing				
		* Be a connector to Commonwealth, State and Regional programs for funding opportunities, business model advice, R&D, trade assistance, investment partnering, etc	On Target	- Monitoring and sharing of opportunities is ongoing, with E&P development of a bi-monthly e-bulletin and investment attraction framework concierge service & communication plan - Following Council endorsement IRC is now a member of the Small Business Friendly Council Initiative	Ongoing				
		* Undertake targeted research to find vulnerable industries and/or businesses and designing interventions within the scope of Council functions.	On Target	Targeted research is ongoing through business engagement & networking events, monitoring of news releases and economic indicators and anecdotal feedback.	Ongoing				
		* Facilitate preparation of Community Chest applications for bespoke eligible diversification/innovation proposals arising from the above	Monitor	The Community Chest committee has been suspended and future options was reviewed, with a discussion paper developed including potential alternative business support funding programs. Noting the continued monitoring of potential Covid impacts and potential support measures required for businesses in region is ongoing with the reduction of travel restrictions proposed raising risks of future impacts to trading occurring in region	Report to the December Standing Committee is to occur with relevant engagement in November to determine a recommended position for the Community Chest fund program, noting ongoing risk of Covid impacts in region	Sustaining Regional business			
		* Engagement with ED networks to ensure gaps are covered and to avoid duplicated effort.	On Target	Engagement is ongoing.	Ongoing	Facilitating renewed business models throughout Region	\$95,000 - \$110,000 salary and on costs pa - \$2,500 equipment in Y1 – all from reserve. (Project tracking to budget)	Manager Economy and Prosperity	Initial Recruitment Q2 FY2021, secondary recruitment Q3, FY 2022
		* Development and delivery of (sustainable) mentoring programs. Development of a business start-up program	On Target	No IRC specific programs currently being developed as there is relevant State/Federal & other funded programs available and ongoing monitoring and promotion of these opportunities occurring (i.e. DESBT, State Government, GW3 and Split Spaces).	Ongoing	Money circulation retained in local economy			
		* Investigate the use of vacant/low occupancy or utilisation Council facilities for pop up or cyclic short term creative or maker spaces or incubator/accelerator spaces for delivering the above	Monitor	Has not been actioned to date however opportunities to further investigate in Q3 2022.	The LDAC fourth stage work plan includes a proposal to conduct commercial and industrial land audits which will aid to inform the requirement for this further	Bring forward of Economic Development Framework and Business Support Strategy delivery	Office and vehicle not included – supply from existing		
		* Develop business resilience, capability and digital skills training as well as the broader re-training agenda through facilitation of connections with GW3, DESBT, DITD, DSDMIP, Split spaces etc	On Target	IRC continuing to facilitate training and capability training through its delivery of Small Business Month and other ongoing training supplied by DESBT, GW3, AusIndustry, etc. A further concept for Isaac Business resilience fund was proposed in the Community Chest Discussion Paper but is on hold pending the changing risk of further impacts of Covid occurring in region	Ongoing and monitoring the Community Chest discussion paper outcomes, with a report pending in December 2021				
		* Facilitate formation of Isaac Region Business Alliance	On Target	IRC continuing to support this project through project lead (GW3) conducting the consultancy business engagement in during Q2 2021 with a options report on business alliance models due prior to end of calendar year 2021.	Ongoing with implementation of options to occur in Q3/Q4 2022				
* Assist Manager Economy and Prosperity with the bring forward of Economic Development Framework and Business Support Strategy implementation and the delivery of this Strategic Recovery Plan	On Target	Ongoing assistance being provided, noting vacancies of the E&P Resilience officer and Economic Development Advisor role impacting some program delivery	Ongoing with a proposal to include accessing Spendmapp data on a 12 month trial basis to support analysis of spending data outcomes in region recommended for monthly/quarterly reporting (i.e. Info Bulletings, LDAC or event specific outcomes etc).						
<i>This role will report to the Manager Economy and Prosperity and have a collaboration/dotted reporting line to the Director PECS.</i>									

Strategy		Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
BR2	Re-assess Local Preference Policy and weightings	Ongoing re-examination of the effectiveness of the revised 12-month trial current local preference policy settings	Completed	<ul style="list-style-type: none"> <li>- New local preference policy adopted with 20% weighting.</li> <li>- Monitoring of Council's local expenditure ongoing</li> <li>- Secondary Project concept developed for "Doing Business with Council" initiatives progressed, including internal comms to promote providing local supply opportunities and external forum on how to be a Council supplier.</li> <li>- Refer to item BR4 Shop Isaac program on further local content initiatives</li> </ul>	Whilst initial project is completed E&P will continue to inform on the delivery of the "Doing Business with Council" - In conjunction with relevant internal departments delivery of initiative by Q4 2022 proposed	<p>Curtail leakage of Council procurement spend from the Region, where:</p> <p>*the goods and services are available in acceptable quantities and qualities in the Region; and</p> <p>*Council can transparently demonstrate value for money</p>	<p>Cost of program to be monitored by monthly estimation</p> <p>No separate budget – costs accrue to accounts where goods and services are funded from</p>	Manager Contracts and Procurement	Initial completed FY2021
BR3	Investment Attraction Plan	Investment Attraction Framework has been developed in house and reviewed by ELT – it is pending briefing to Council	Completed	Investment Attraction Framework adopted by Council.	Completed	<p>Grow the Regional economic base</p> <p>*to support existing industry, and;</p> <p>*attract business activities that are needed now, or will support the (IR4) future of work</p>	<p>Framework developed inhouse from existing operational budget</p> <p>Prospectus development requires modest supplementation from the reserve of \$10,000 - (Tracking to budget)</p>	Manager Economy and Prosperity	Q2 FY2021
		Develop prospectus of investment-ready opportunities in the Region.	Completed	<ul style="list-style-type: none"> <li>- Investment &amp; Live Work (attraction to region) brochures completed to complement the Industry &amp; Experience profiles and Economic Indicator reports to attract and inform investors</li> <li>- Investment attraction framework communication and engagement plan is developed and communication program to occur</li> </ul>	Collateral completed with communication and marketing to occur				
		Target key businesses/services that are absent from the Region, for attraction	On Target	Ongoing through Council's First Point of Contact Officer.	Ongoing				
		Pursue grant funding opportunities for public infrastructure which supports existing and targeted business	On Target	A number public infrastructure grant requests have been successful including Regional Recovery partnerships (\$3.2M - Stage 2 Clermont Showgrounds), W4Q, LCIF, and a number of digital connectivity projects.BBRF - Isaac trails funding to support concept development for Tourism infrastructure, concept development of Excellence hub to progress to enable funding attraction	Ongoing				
BR4	Leverage Shop Isaac Program	Gift card local buying program for the long haul.	On Target	<p>The Shop Isaac Program is achieving ongoing success with the development of 12-month program being progressed to deliver:</p> <ul style="list-style-type: none"> <li>- A logo rebrand ahs been completed and EOFY promotional campaign due to commence</li> <li>- Leverage proposed through increased focus on the Shop Isaac brand being attached to promoting greater Local content opportunities and spend with local suppliers, including trade supplier forums/platform etc that will connect local suppliers to major projects</li> <li>- Continued engagement with industry on participation in the gift card scheme</li> <li>- Increased participation and engagement with local businesses to occur following the Isaac Business alliance project initial steering committee development to support delivery of the program</li> <li>- Engagement has identified that platforms for B2C communications/directory for the regions SME's and how that could be Shop Isaac aligned.</li> </ul>	Ongoing, concept development for Trade supply forum to progress Q3/Q4 FY 2022	<p>Increase turnover through Regional businesses</p> <p>Creates direct consumer behaviour of buying locally</p> <p>Drive high-multiplier spending</p> <p>Leverage Industry and Council spending.</p>	<p>\$20,000 required from reserve to for additional video and other promotion/modifications to cards or wallets/ continued program support - (tracking to budget)</p>	Manager Economy and Prosperity	Q1 FY2021 and ongoing
		Enhance knowledge around the card either (1) by presentation wallet with a website where users can get up to date information on participating businesses, how to re-charge credit balance and other FAQs, or (2) adding a QR code to the cards	On Target						
		Leverage to industry use of the cards to increase money circulated through the program	On Target						
BR5	Community Chest	Continue to seek funding into the Community Chest and deliver grants to SMEs while resources allow, and need continues to be present	Monitor	The Community Chest Fund Committee was suspended noting the fund is still available to enable swift resilience measures available pending further Covid restrictions and business impacts, of which the risk remains large. A discussion paper was developed for alternative repurposing measures and internal engagement to occur in Nov to inform a report to Council in December on a recommended position moving forward.	Report to Council for recommended position on the Community Chest program proposed as above	<p>Continued acute support for SMEs experiencing hardship as a direct result of COVID-19</p> <p>Opportunities to support SMEs adapt business models to the post - COVID and 4IR environment.</p>	Externally funded	Senior Advisor	Q2 FY2021 and ongoing
		Investigate opportunities for the Community Chest to provide more leverage for progressive and innovative changes to SME's business models and address the 4IR and future of work challenges, and reskilling, particularly through work done by the Economic and Business Resilience Coordinator.	On Target	Repurposing of the remaining funds under the Community Chest Fund for an alternative business support mechanism is currently progressing.	As above discussion paper conducted which included alternative business support mechanisms, to be informed by report to Council				

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe	
BR6	Existing Regional Businesses Connectivity and Promotion	Completed	- Investigations have been completed with Localised being identified as a preferred platform. - The success of the platform relies on the participation of the business community in order to sustain the platform and ensure its benefits are realised. - Procurement of service has been postponed until completion of the Regional Business Alliance project to ensure that a need is demonstrated and value for money is realised.	Ongoing	High exposure of Regional Business and its capability within and beyond the Region  Maximise Regional turnover	Subject to ELT approval of an appropriate business case, funds of up to \$25,000 be provided from the reserve for a B2B Platform  Other items from existing operational budgets - (budget requirement currently on hold pending alliance program)	Manager Economy and Prosperity	Q3 FY2021	
		On Target	Showcase Regional Businesses						
		Completed	Develop a Regional Capability Prospectus	An Investment Prospectus is currently being developed which will highlight the capabilities of the region and its communities.					Optimise the opportunities for local businesses to support each other for their own business needs by ensuring the best awareness of what is available within the region
		Completed	Presence at Developing Northern Australia Conference	Council was represented at the Northern Australia Conference.					Similarly, to ensure that the community is aware of the full range of business offerings and services within the region.
		Completed	Presence in regional Provenance publication	Isaac region was represented in the regional Provenance publication with 14 regional businesses up from 3 in the previous edition					Support for the Isaac Region Business Alliance
		Completed	Promote connectivity methods and digital platforms to support connectivity amongst business and community across the Region including: * My community directory * Shop Isaac Facebook page * Bang the Table	Ongoing promotion of the platforms has occurred, with the Shop Isaac facebook developed but on hold at this point from public release.					
BR7	Encourage Residential Development to reduce housing affordability issues in an economic upswing		<i>Measures proposed by LDAC to address the imbalance between housing supply and demand, including:</i>			Housing forum \$10,000 from existing operational budget (Budget not currently proposed to be accessed for housing forum)  Other items to be funded from other sources yet to be identified	Manager Liveability and Sustainability  Director Planning Environment and Community Services	Q2 FY2021	
		Not Proceeding	* Housing forum	The delivery of a Housing Forum has been postponed in favour of individual meetings with industry stakeholders (i.e. real estate, financial institutions etc).					
		Completed	* Reduction of minimum lot size from 450 to 400 m2	This is complete with workshopping through initially the LDAC committee and then Council for resolution					
		Monitor	* Investigation into Council controlled land available to provide affordable housing solutions	Ongoing, initially a Council land holdings audit has been conducted and reported through the LDAC committee, with further investigations required. Further noting continued engagement with IAHT on potential developments	Initial actions primarily completed with continued implementation of activities to encourage residential development proposed through the LDAC 4th Stage work plan				
		On Target	* Promote infill development as an efficient use of existing trunk infrastructure	Reduction of minimum lot size completed to support this as well as development of Investment prospectus and other communication methods to further promote this.					
		Completed	* Consider incentives that could be realised from Infrastructure charges without impacting on Council's future sustainability						
		Completed	* Develop a paper for Council's consideration in October or November 2020 covering an incentive Memorandum of Understanding targeting a specific template Resources	A Paper to Council that proposed targeted developer incentives has been completed. Continuation and review of this and additional or alternative measures proposed in LDAC 4th Stage work plan.					
BR8	Encourage targeted Industrial Development	Monitor	Consideration to be given to amending this item to change its focus to delivering an Industrial/Commercial Land Analysis to investigate the availability of industrial and commercial land throughout the region and to explore priorities for releasing new land and trunk infrastructure requirements (and cost estimates) to achieve.	Recommendation to amend this action scope to Deliver and Industrial/Commercial land analysis to investigate the availability of Industrial/Commercial Land in region to explore priorities for releasing new land and trunk infrastructure requirements (and cost estimates) to achieve; through the LDAC committee	Promotes greater economic diversity in Region  Grow the SME sector	Up to \$15,000 for consultancy support from reserve	Manager Economy and Prosperity	Calendar yr 2022	

Strategy		Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
BR9	Reduction of costs and impacts of administrative and compliance functions	12-month program for development application fees for SMEs - 75% discount for change to existing; and 50% discount for start-ups; and 100% for extensions to currency	Completed	- 12-month program has been completed. Discounts provided include: - DA application fee discounts: \$152,444.75 - Community fees - \$59,284, comprised of: - Backflow - \$33,300 - Trade waste - \$25,984  - It is suggested that this program be concluded and investigations in to future development incentives (i.e targeted infrastructure charge discounts) be prioritised in its place.	Completed	Encourage and attract business to the region and make it easier for existing small to medium enterprises in the region to expand, diversify, adopt new business models to be prosperous	Anticipated development application fee discounts \$40,000 for FY2021.  Other elements being accommodated inhouse.	Manager Liveability and Sustainability/ Manager Economy and Prosperity Manager Community Education and Compliance	Q3 FY2021  Regulatory reset ongoing to Q2 FY2022
		Improve early communication of requirements to prospective business and keep clear communication channel open through process.	On Target	- All development and business enquiries are currently managed by First Point of Contact Officer. as per Investment attraction framework and communication to prospective businesses conducted through such	Ongoing				
		Continue with Council's Regulatory Reset project across all 5 areas of compliance/regulation overseen by Council.	Below Target	Regulatory Reset progress has been hindered by staff recruitment delays. Policy work is progressing, however the inspection programs will be delayed until staffing levels return.	To progress				
BR10	Develop an Isaac Region Business Alliance	Leverage the COVID-19 and Shop Isaac program to create an Isaac Region Business Alliance (Chamber of Business) with a view to optimising digital/virtual meetings to provide	On Target	Steering committee with GW3 developed and consultants engaged to conduct research and stakeholder engagement to identify an appropriate model to support business connection and collaboration. In region consultancy conducted Q2 2022 and options report on Business alliance models due Q3 22. Implementation plan to be developed thereafter	Ongoing	Creating a network of likeminded business interests to provide a platform for engaging business needs, creating mutual aid, showcasing regional business capability.	Seeding funding for a standalone alliance group \$5,000 from reserve	Manager Economy and Prosperity	Q4 FY2022
BR11	Ag Sector/Saleyards Days	Develop an annual Agricultural Sector Open day/s potentially focussed on Clermont and Nebo (either in conjunction with or at another time of the year from the Beef Expo) to celebrate the grazing and agricultural industries across the Region.	On Target	These items have had initial high level engagement with Clermont Saleyards committee, Clermont R&SS, Clermont Beef expo organisers, Nebo Bushman's carnival & CHDC to consider opportunities for suitable delivery mechanisms. Delivery proposed for FY 22/23	Continuation of concept development required	Creating a greater visibility and positive future for the grazing and agricultural industries and the communities that support them as potential fire starters for diversification in the Region	Event budget of \$30,000 from reserve  Also, drought funding may supplement, as may a future engagement budget for the Community /Corporate Plan project	Manager Economy and Prosperity	FY 2022/23
		This should also leverage the Drought Support Day elements that were deferred earlier.	On Target						
		Consideration should also be given to leverage that can be made from the Agri-futures work that CHDC has been doing, for the Region's benefit	On Target						
		Also, event design should craft these events as key engagement opportunities with the rural/Ag/Beef sectors for Council's upcoming Community Plan and Corporate Plan engagement	On Target						
<b>Covid19 Tourism Recovery Strategies</b>									
TR1	Employ a targeted Tourism Development Resource	Following the commencement and consolidation of the Tourism Role in Isaac that MTL has had funded through the Local Buying Foundation, confirm the resource shortfall, including tourism promotion and communications, within the Economy and Prosperity Department to deliver the Tourism Recovery Strategies and recruit a fixed term resource to complete that work.	Not Proceeding	- Strategy action on hold following onboarding of the Mackay Tourism development Officer and Economic & Business Resilience Coordinator. Further review to be undertaken in future to identify any gaps in delivery program and business needs. - Not immediately proceeding with this action will result in a cost saving to the Program. - This is not considered to impact the delivery of the strategy given the opportunity for action items to be led through the Economic & Business Resilience Coordinator position with support of the broader department's resources (including the recently appointed Mackay Isaac Tourism Development Officer).	Recommendation to not proceed and note budget savings	Accelerate development of Isaac tourism sector maturity  Provide diversification to Regional economy	\$85 – 100K pa salary and oncosts plus \$2,500 equipment in Y1 all funded from reserve  Office and vehicle from existing operational budgets (Note Budget savings proposed)	Manager Economy and Prosperity	Q3 FY2021
		Assist the Manger Economy and Prosperity with the bring forward of the Tourism Strategy delivery							
		The role will assist the Manager Economy and Prosperity to bring forward Tourism Strategy implementation and the delivery of this Strategic Recovery Plan							
		<i>The role will report to the Manager Economy and Prosperity and have a collaboration/dotted reporting line to the Director PECS.</i>							

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe	
TR2	Create additional iconic authentic Isaac events	Monitor	Progression of this action awaiting delivery of the Isaac Tourism Events Strategy given that the Tourism Events Strategy will inform the development of signature tourism events as in this (further noting the consideration of this event is also captured in the scope of the Tourism Events Strategy below). - Further noting action to register the event name to trademark "World Mud Crab day"	Events strategy delivery proposed initially to progress this action, register trademark name		Nominal event development budget \$15,000 from reserve  Event delivery budget will need to be provided if scope proves up	Manager Economy and Prosperity	Q3 FY2021 for an event in early FY2022 if adopted	
		On Target	2. Develop an Isaac Tourism Events Strategy:  i. to include gap analysis and concept development ii. consider possible new signature events e.g * family-oriented Easter weekend festival at TCD, * Burning Man Mt Britton, * Indigenous cultural festival etc iii. Consider events which would work at Lake Elphinstone, Dysart, Middlemount and Carmila iv. World Mud Crab day potentially in association with the Clairview Fishing Competition v. Incorporate development pathways for the events in the interim Signature and Other Tourism Event Program (TR3) to integrate with the overarching strategies and reach their full potential.  - Resources have been prioritised on supporting, developing and delivering individual events to support community reactivation post COVID-19. - Recent highlights include the Clermont Show, Nebo Rodeo, Nebo Campdraft, Clermont Campdraft, Clermont Rodeo, St Lawrence Wetlands, Regional Horse Racing events and the Cross Regional Fishing event. - Discussions have also commenced with stakeholders regarding the increased attraction of events to the region.		Creating new reasons for people to visit the Region and for people within the region to explore its own attractions with a view to keeping money circulating locally  Build tourism capability as a means of diversifying the regional economy	\$30,000 from reserve	Manager Economy and Prosperity	Q4 FY2022	
TR3	Build on existing events – Create interim Signature and Other Event Program	On Target	As an interim Priority Tourism Events List, undertake a structured workshop with Council to adopt a 2021 tourism signature event list from amongst: Nebo rodeo, Clermont show, 4U2 Concert, Twin Hills weekend, St Lawrence Wetlands Weekend, Race day circuit, CLM coal and gold, bush sports circuit and suitable others  <i>(Noting that Easter is the start of the Queensland, look to develop and publish a 2021 Isaac Tourism Calendar)</i>  In addition, undertake a range of partnering/facilitation activities as follows to confirm a Region-wide program of all tourism events (in addition to the interim signature list prior to adoption of the Tourism Events Strategy): i. Partner with adopted events and MTL to better promote, attract sponsorship, event management training and opportunities ii. Promotion of integration opportunities to upscale existing events - fashions of the field and racing circuit - supporting local business iii. Partner with Engaged Communities for development of arts and crafts, and food events - Eat street, food markets, Festival of small halls, pop up cinema and music festivals iv. Partnering with existing sports-based events to determine feasibility and facilitate leverage to another level - e.g. Local state of origin v. Connect with and engage in attraction of regional events external to Isaac - e.g. Off-road racing, mountain biking, 4WD, Ute muster etc	- Undertake research and document the scope/intent/ deliverables of this strategy including research other Council Tourism Events Strategies (i.e Mackay, Emerald etc). - Document best-practice approaches to support the scoping of the Isaac Tourism Events Strategy.  Develop an Isaac Tourism Events Strategy: * To include gap analysis and concept development to consider possible new signature events and; * Incorporate development pathways for the events in the interim Signature and Other Tourism Event Program (TR3) to integrate with the overarching strategies and reach their full potential  - The event strategy is intended for delivery in Q3/Q4 21/22 - noting the vacancy of the resilience coordinator impacts		Leveraging existing events is often easier and more productive than a start-up, with less overall risk and effort.  Otherwise the 'why' for doing this is the same as for creating new events as above  Post-COVID it is also about getting communities back into a healthy season	Initially within existing E&P budgets and Community Grants where eligible organisations are running the event/s  The additional costs of running COVID-Safe events are eligible for support under CR2	Manager Economy and Prosperity	Council Workshop Q2 FY2021  Strategy delivery 2022

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
TR4	Tourism attraction (to region)	Completed	Action progressed with investigation and report to Council completed with recommendation for increased financial support to Mackay Tourism for destination marketing services of the region as well to support a request for Mackay Tourism to include "Isaac" in its business name & social media platforms as in "Visit Mackay" pages.	Completed	To achieve the appropriate balance of destination marketing to attract visitors to the region by MTL as the Regional Tourism Organisation; as distinct from the attraction and promotion of local tourism offerings to people already within the region	May require a higher level of annual contribution – subject to separate business case at the time	Manager Economy and Prosperity	FY2021
		Completed	Onboarding of Mackay Tourism's Isaac Development Officer has been completed which will provide strengthened communication & development pathways for Isaac's tourism product.	Completed		Position funded through Local Buying Foundation IRC providing In-kind resources with office accommodation and \$15,000 towards vehicle/travel allowance from existing budget - (tracking to budget)	Manager Economy and Prosperity	Q2 FY2021
	1. Develop video and supporting collateral for the 9 hero Isaac experiences - Indigenous culture, events, coastal region, Peak Ranges, unique wildlife, prospecting, mining tourism, fishing and agritourism  2. Scope and seek funding for a mining visitor interpretive centre featuring Virtual Reality or other simulation technology  3. Undertake domestic marketing campaigns - My Isaac photographic competition of residents/visitors sharing their favourite photo in Isaac.  Participate and fund the remaining Mackay Tourism FY2021 campaigns for Visiting Friends and Relatives and Winter Long Haul Drive Market (including Great Inland Way).  Also, over time, a range of "see the _____." Campaigns.  4. Conduct influencer imagery famil and develop collateral from same: i. Peak Ranges ii. Isaac coastal region iii. Great Inland Way	Monitor	Consideration and Initial cost estimates have determined the budget for this project would actually enable delivery of two additional Attraction to Region videos to support the full Investment attraction framework being; Invest Isaac (an economic industry profile) & attraction to region (a lifestyle targeted video) as well as the Tourism video - this concept was raised and supported during the officers Council briefing session in August 2021	Initial Invest "the future is brighter" completed for the NEDC conference with further Council engagement to occur on the "Attraction to region" offering and the tourism video scope is also being developed		\$25,000 from reserve (tracking to budget)	Manager Economy and Prosperity	Q3 FY2021
		On Target	Transformational Project concept endorsed by Council for a 'Resources Social and Environmental Excellence Hub' which has the opportunity to include a "mining visitor interpretive centre" Further development of the concept progressed with site analysis occurring on 20 Moranbah Station Rd with continued investigation on requirements for trunk infrastructure and tenure occurring with report to Council imminent. Considerations to budget requirements to further development site layout concept plans required, noting BBRF funding application not successful	Report to Council pending on the site analysis and EOI to progress for site tenure expressions that would support the "Hub" development		Pursuing external funding	Director Planning Environment and Community Services	Q2 FY2021
		On Target	- Funding and delivery of the "Our Isaac" domestic campaign has been completed with a second campaign to be delivered in 2021/22 - High level outcomes below demonstrate the increase in consumer led content development that the campaign supported: * #ourisaac hashtag started with 1802 posts on 16th April and increased to 2328 posts on 15 May. * Growth represented 526 new posts with the #ourisaac hashtag in a 5 week period. * In comparison, between Feb 15 and April 16 (Two months) there was only 57 #ourisaac posts in total.	Q3, Q4 will see final VFR campaigns progressed for FY 2022		\$30,000 from reserve for additional campaign FY2021 A similar commitment will likely apply in FY2022	Manager Economy and Prosperity	Q3 FY2021
		On Target	Two famils conducted with with further famils planned for 2022, delivered being; • Sean Scott Photography <a href="https://www.instagram.com/seanscottphotography/?hl=en">https://www.instagram.com/seanscottphotography/?hl=en</a> •Weekender visit <a href="https://7weekender.com/how-to-spend-a-week-in-the-mackay-and-isaac-regions/">https://7weekender.com/how-to-spend-a-week-in-the-mackay-and-isaac-regions/</a> - Famil of TEQ marketing personnel proposed with possible alignment of timing in relation to attendance at STLWW proposed	- Progress scoping of the three videos - Tourism, Investment Attraction and Attraction to Region. - quoting for photography conducted and contact made with TEQ to consider their marketing team visit to region as a famil that aligns with STLWW to promote the region opporunitieis through TEQ		\$15,000 from reserve	Manager Economy and Prosperity	Q3 FY2021



Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe	
TR5	Tourism attraction (within region)	5. Run a tourism ambassador campaign in line with golden ticket/best job on earth	Monitor	Concept development to occur during Q3/Q4 FY2021/22	Ongoing requirement to develop scope and any proposed funding requirement	To create awareness of and motivation to visit key attractions within the Region by residents and visitors alike  To progressively package attractions, trails and networks with a view to creating visitor 'dwell' (i.e. one or more overnight stays) to increase visitor spend and multipliers	Existing operational budget FY2021  Potential reserve funding in FY2022	Manager Economy and Prosperity	Scoping in FY2022  Delivery in FY2022/23
		6. Develop a range of collateral to guide visitors through the region, taking advantage of the digital opportunities of passport 'stamping' through visitor information centres both within and outside the region. Also, this should take up the opportunities provided by geocaching and integration and updating of Isaac's online content. Tourism signage will be a relevant part of this project	On Target	- Experience Isaac brochure completed and showcased around region and trade shows - Concept for a range of itineraries to support individual tourism experiences to be conducted ie. Town itinerary for Clermont, Nebo, St Lawrence, lookout/hiking trails to be delivered in Q3/Q4 FY2021/22. - Tourism signage upgrades to include QR codes to provide visitors more detail on accessing visitor information as in the Experience Isaac guide	Ongoing		From an overall workload perspective, it is proposed that the existing operational budget of \$10,000 be supplemented with \$10,000 from the reserve to reflect the additional work to be consulted	Manager Economy and Prosperity	Q3 FY2021
		7. Implement major tourism signage strategic review within region:	On Target	- Delivery of E&P 20/21 capex project nearing completion - Preliminary tourism signage audit conducted and \$77k proposed for renewal under LRCI funding to be completed by EOFY 2022. - Proposed inclusion for Stage 2 funding of the Tourism signage renewal submitted for LRCI second round - Broader overall signage audit and full signage register discussions have occurred with relevant depts and Asset management team with a proposal to set up cross directorate working group to be implemented - Budget discussions and resolution was endorsed to seek \$100k funding from the Recovery budget pending busienss case and a program of delivery should funding not be acheived through LRCI program	Stage 1 funding \$77k funding was achieved through LRCI round 1 with proposal to seek Stage 2 (\$100k) of the Tourism signage renewal program through LRCI round 2 as well as development of a whole of Council signage register that provides detail to enable the continued funding for renewal of Council signage from Capital or Operational budgeting through the PAG process		Successive budgets have struggled to fund place, directional and interpretive signage to a level consistent with the intention set out in this Recovery Plan. The Strategic review should consider a business plan for a modest level of support from the reserve to help get ahead of the signage backlog, for Council's consideration -(Note; Budget proposal to not access Recovery funding)	Manager Economy and Prosperity	Q4 FY2021  Following the delivery of the signage funded in the FY2021 budget
		i. Billboards Nebo, Waverley Ck, Clair view, 2x Bruce Highway, MBH Airport and PDH							
		ii. Plus, tourism locations that require regional directional sign and local region story (e.g. Lake Elphinstone)							
		iii. Installation of Isaac Instagram frames at key tourist locations (e.g. Blue Mt) with appropriate #Isaac hashtag							
		iv. Replacement of deteriorated interpretive signage							
		v. Ensuring all new or repurposed attractions have appropriate directional and interpretive signage incorporate when they are inaugurated, and							
		vi. Undertake an overall signage audit with other asset custodians across Council to support a strategic positioning of signage in addition to the above							
8. Develop an Isaac tourism resource and training program for IRC's Community Hubs and Engagement Programs and Events staff.  Establish tourism information availability at each of the 7 Community Hubs and seek funding for touch screen kiosks for visitor information.	On Target	- Overview tourism information document has been started with intention it will be utilised to inform hub staff/visitors of tourism experiences in region - Working with and training hub staff is a secondary project for progression 2022 as hubs are developed and hub staff completion training of core roles and duties first. - Preliminary investigation into touch screen kiosks has been undertaken however further progression pending a broader Visitor information review as per detailed in Councils Tourism Strategy to inform best practice models for the region	Ongoing with proposed development of a visitor information discussion paper for Council consideration in Q1/Q2 2022/23 to inform PAG budget discussions	Tourism resource and training delivered inhouse from existing operational budget  Develop scopes for external funding for visitor information kiosks across the region	Manager Economy and Prosperity	FY 2022/23			
9. Identify opportunities for development and promotion of all other camping sites (including private camping areas) across the Region through Regional Camping Analysis and Strategy	On Target	- A funding submission under Building Better Regions Fund to deliver an Isaac Tourism Trails strategy was submmited in March 2020 and was successful, this strategy would include some analysis of camping options to support each trail, with full scoping to progress. - Pending detail of the scope allowance the need for a detailed Regional Camping Analysis & Management plan will be reviewed. - Analysis of some individual camp sites has commenced in some locations (i.e. Theresa Creek Dam, Mt Britton, Peak Ranges).  Recommended to consider this strategy item in conjunction with TR9(1) and TR10 as there is an opportunity to incorporate investigations into a the Regional Camping Anaylsis and Management plan which would provide a holistic approach to further actions in the RV market and camping sector.  For reporting purposes there is an opportunity to consolidate these items in to one consolidated action item.	To note this action aligns with TR9 (1) and TR10 and this outcomes will support delivery on each action. Project to be done in consultation with P&G to ensure holistic view and organisational shared outcomes	\$15,000 form reserve	Manager Economy and Prosperity	Q3/Q4 FY2022			

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TR6	Partner with First Peoples of Isaac to identify and develop respectful Indigenous tourism experiences	On Target	<p>Development of the planned network is underway and individual engagement and associated project work has progressed to support the the following projects:</p> <ul style="list-style-type: none"> <li>* Koinjama (increased first peoples Wetlands weekend activities) &amp; Avoid Island &amp; Wetlands tourism development experiences occurring &amp; endorsed tenure of Council residential housing in St Lawrence done to build a business presence in the region</li> <li>* Peak Ranges – (Gemini &amp; Lords table) first people engagement (Belyando native title claim group #2) on approving Gemini Peaks hiking trail &amp; Lords Table concept for camping)</li> <li>* Barada Barna – Pink Lilly cultural centre</li> <li>* Clarke Creek - Aboriginal Corporation - Koala tours</li> </ul> <p>Further engagement to continue following the progress of the RAP engagement framework</p>	Ongoing	To reflect the richness and diversity of First Nations cultural heritage across Isaac Region	Existing operational budget	Manager Strategic and Business Development	Q4 FY2021 and ongoing
TR7	Develop Isaac tourism experiences (short term – including future infrastructure needs)	On Target	<p>- A funding submission under Building Better Regions Fund to deliver an Isaac Tourism Trails strategy was submitted and recently successfully proposed, with full scoping of the project and its deliverables to now progress and further inform this project</p> <p>- Project proposed as part of submission includes infrastructure analysis for the region's hero tourism experiences.</p> <p>Proposal to formalise advice to QPWS that Council has identified the Peak Ranges to be a key tourism development and diversification opportunity and seek their collaborative inclusion of IRC &amp; MITL in their planning for visitor experience development</p>	Ongoing	To create market ready tourism attractions and product	Existing operational budget	Manager Economy and Prosperity	Q1 FY2022
		On Target	<p>- A funding submission under Building Better Regions Fund to deliver an Isaac Tourism Trails strategy was submitted in March 2020 and recently informed successful, with full scoping of deliverables of the project to now progress and inform this project further</p> <p>- Project proposed as part of submission includes the developemnt of the Isaac coastal experience.</p>	Ongoing		Existing operational budget	Manager Economy and Prosperity	Q4 FY2022
TR8	Develop Isaac tourism experiences (medium to longer term)	On Target	<p>- A funding submission under Building Better Regions Fund to deliver an Isaac Tourism Trails strategy was submitted in March 2020 and recently informed successful and the scoping and deliverables will suport packaging of 5 trail experiences</p> <p>- Project proposed as part of submission includes the developemnt of new tourism experiences.</p>	Ongoing	To create a continuous pipeline of attraction and product development	Existing operational budget	Manager Economy and Prosperity	Q4 FY2022

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
TR9	Develop enabling infrastructure	Completed	<ul style="list-style-type: none"> <li>- Recommended to consider this strategy item in conjunction with TR5 (9) as there is an opportunity to incorporate investigations in to a the Regional Camping Analysis and Strategy which would provide a holistic approach to further actions in the RV market and camping sector.</li> <li>- For reporting purposes there is an opportunity to consolidate these items in to one consolidated action item.</li> <li>- Delivery of item is progressing with completion expected in August FY 2021/22.</li> </ul>	Completed		Dependent on final designs any shortfall from the \$80,000 provided in FY2021 Budget (CW212875), should be funded from the reserve upon Council endorsement of a suitable business case	Capital and Project Program Manager	Q4 FY2021
		On Target	<ul style="list-style-type: none"> <li>Project has commenced with community engagement and site analysis completed</li> <li>- A delay in the project delivery occurred to implement an Council advisory committee for the development of the plan and ongoing delivery, to support the engagement with the varying key stakeholders .</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>To enable tourists to move and stay easily in and around the Region</li> <li>To provide direction to future tourism infrastructure development at key sites</li> </ul>	<ul style="list-style-type: none"> <li>From an overall workload perspective, it is proposed that the existing operational budget of \$10,000 be supplemented with \$15,000 from the reserve to reflect the additional work to be consulted (Tracking to budget)</li> </ul>	Manager Economy and Prosperity	Q4 FY2022
		On Target	<ul style="list-style-type: none"> <li>Engagemnet of a consultant has commenced with project inception currently being progressed.</li> <li>Delay in delivery occurred to await Council Briefing session and engagement given the varying pending projects in Clermont (Hoods lagoon management plan) and to manage stakeholder expectations</li> </ul>	Ongoing		<ul style="list-style-type: none"> <li>From an overall workload perspective, it is proposed that the existing operational budget of \$10,000 be supplemented with \$15,000 from the reserve to reflect the additional work to be consulted</li> </ul>	Manager Economy and Prosperity	Q4 FY2022
		On Target	<ul style="list-style-type: none"> <li>4. Under banner of Isaac Trails, document strategy support and a plan of development to bring delivery forward.</li> <li>Scope and document small scale visitor convenience and camping/RV areas at key sites like Mt Britton, Blue Mt, Lord's Table, Russell Park Rd (Wolfgang/Gemini) and potentially others as identified in the Isaac Trails documentation and consistent with the Regional Open Space Strategy for submission to the PAG process.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>- A funding submission under Building Better Regions Fund to deliver an Isaac Tourism Trails strategy was submitted in March 2020 and recently successfully approved. Development of detailed scope and deliverables progressing</li> <li>- Outcomes of the project delivery will inform further outcomes related to this action item.</li> </ul>	<ul style="list-style-type: none"> <li>\$150,000 - \$200,000 per location potentially funded from the Resource Communities Infrastructure Fund - (Budget update \$250k co funding 25/75% achieved through the BBRF funding)</li> </ul>	Manager Economy and Prosperity	Q3 FY2021
TR10	Develop tourism accommodation in key centres	On Target	<ul style="list-style-type: none"> <li>- Investigative works have progressed on MBH and MMT short term stay caravan options for the townships and Lords Table camping/park site with report to Council proposed for Q2 FY 2021/22.</li> <li>- Concept in development for promotion of homestay/farm opportunities that are presented from the new Regional planning scheme</li> <li>- Action item to be progressed in 2022.</li> <li>- Consideration to be given to combining this strategy item with TR5 (9) as there is an opportunity to incorporate investigations in to a the Regional Camping Analysis and Strategy which would provide a holistic approach to further actions in the RV market and camping sector.</li> <li>- For reporting purposes there is an opportunity to consolidate these items in to one consolidated action item.</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>To encourage drive visitors to stay in the region for longer (as a destination in itself) rather than just passing through on the way to another destination</li> </ul>	Existing operational budget for scoping	Manager Economy and Prosperity	Q1 FY2022
TR11	Collect and promote Isaac narratives	On Target	<ul style="list-style-type: none"> <li>To progress in 2022, through collaboration with BMC &amp; EG and concept to collect and provide access to audio and web story narratives through QR codes across the region through tourism signage and place making locations</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>To create Isaac narrative to support the development of tourism attractions and product as articulated in the Tourism Strategy</li> <li>To become more fluent about 'who Isaac is' as the communication foundation of building the Hero experiences</li> </ul>	<ul style="list-style-type: none"> <li>To be done in conjunction with CR4 with RADF support and a further business case to be considered for reserve funding if necessary</li> </ul>	Manager Economy and Prosperity & Manager Engaged Communities	Q2 FY2022

Strategy		Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
TR12	Overhaul visitor information portals	Conduct audit and assessment of visitor information provision throughout Isaac Region and actively implement the Visitor Information Network Model as proposed in the Tourism Strategy	On Target	- Some works have progressed as per TR5(8) - Full scope of project proposed for 2022	Ongoing	Improved service delivery and consumer experience with intention to grow visitation	Operational budget	Manager Economy and Prosperity	FY2022
TR13	Support and facilitate private tourism development efforts	Proactive pre-lodgement meetings with tourism development proponents, particularly in line with the opportunities presented in the new Regional Planning Scheme	On Target	- Progressing as per Investment Attraction Framework and actioned through Council's First Point of Contact Officer. - Marketing collateral to support the opportunities presented through the new Regional Planning Scheme to be developed. - Engagement conducted with General Manager Tourism Investment Qld and famil proposed to review opportunities in region Isaac Trails project delivery will scope opportunities for both private and public investment	Ongoing	Increased tourism offerings and services delivered throughout the Region	Existing operational budget	Manager Economy and Prosperity	Throughout FY2021
<b>Strategic Covid19 Recovery Plan for Council Sustainability</b>									
CS1	Continue leadership focussed on innovative approaches to pandemic and recessionary recovery and Council operations in line with the Isaac Vision and in a sustainable manner	Ongoing application of the leadership of the Emergency Management Committee (particularly through the business continuity plans)	On Target	EMC meetings have continued to address emergent issues with agility		Ongoing confidence by the community that Council delivers what it says it will.	Existing operational budgets	Executive Leadership Team and all Isaac leaders	Now and ongoing
		Ongoing disaster management leadership through the LDMG	On Target	LDMG continues to provide strategic oversight of emergent issues and pandemic response					
CS2	Continue cultural leadership development to progressively create capability to achieve CS1 above and resilience to adapt to future community and workplace change	Roll out cultural leadership development program across all Directorates	Monitor	Challenges sustained in rollout due to staff changes and emergent priorities. All directorates to be completed by Q1 2022		Continuous improvement of organisational culture to create greater capacity to meet future challenges – pandemic recovery and otherwise	Existing operational budgets	Chief Executive Officer / Manager People and Performance/ Executive Leadership Team	Q3 and 4 FY2021
CS3	Ensure the right infrastructure is in place to support economic and community recovery	Consider the role particular infrastructure project proposals play in either assisting with recovery or the degree to which their absence will be an impediment to recovery, through the PAG planning process for FY2022	On Target	Capital program adopted by Council June 2021		Continuous improvement of organisational culture to create greater capacity to meet future challenges – pandemic recovery and otherwise	Existing and future Capital Budgets	Manager Strategic Asset Management	Q2 and 3 FY2021
		Ensure the question about infrastructure enablement of recovery is specifically canvassed in the periodic reviews of the Recovery Plan	On Target						
CS4	Optimise Council assets and other decision making by applying the impact mitigation hierarchy which applies an avoid, reduce, reuse, repurpose, recycle, offset (or dispose) philosophy	Progressive implementation of the impact mitigation hierarchy in addressing infrastructure, service and operational needs as a foundational way of thinking towards corporate sustainability	On Target	Ongoing		Optimum use of scarce resources  Minimisation of overall, adverse and unintended impacts of decisions	Existing operational budgets	Executive Leadership Team	Now and ongoing
CS5	Address contingent liabilities and Legacies	Develop a plan to address a contingent liability relating to a development matter in Clermont and seek Council's endorsement of that plan.	On Target	Plan and process enacted by CEO		Resolution to a current contingent liability to strengthen Council's long-term financial sustainability	Not yet scoped or source identified	Chief Executive Officer	Initially FY2021
		Monitor and plan resolution to any other contingent liabilities and unsustainable legacy issues as they arise	On Target	Ongoing					
CS6	Finalise Strategic Asset Management Plan to refine the completeness and robustness of Council's Long-Term Financial Forecast	Imminent finalisation of the Strategic Asset Management Plan incorporating best asset condition and valuation information across all asset categories	Monitor	Ongoing work being undertaken by CGFS toward completion		Improved reliability of Council's Long-Term Financial Forecast	Existing operational budgets	Director Corporate, Governance and Financial Services	FY2021

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe	
<b>Strategic Covid19 Recovery Plan for Disaster Recovery</b>									
DR1	Provide governance oversight of the delivery of the Isaac Recovery Plan including transparency in regular progress reporting to both LDMG and IRC.	Formal quarterly implementation reporting to Council to coincide with Annual Operational Plan reporting	Monitor	This is the first formal report through Council since commencement of the plan, noting that Recovery plan strategy actions are individually reported through the AOP currently. This establishes a template for future reporting and updates to Council		Formal quarterly implementation reporting to Council to coincide with Annual Operational Plan reporting	Existing operational budgets	Director Planning Environment and Community Services / Recovery Coordinator	Now and for life of plan
		Agency reporting to LDMG in its meeting cycle supplemented by IRC quarterly reports	On Target	Reporting to LDMG is completed as required		Agency reporting to LDMG in its meeting cycle supplemented by IRC quarterly reports			
		Reporting to Council's Emergency Management Committee (EMC) in relation to recovery aspects that either impact on or require commitments by, support from or coordination with the EMC	On Target	Reporting to EMC is completed as required		Reporting to Council's Emergency Management Committee (EMC) in relation to recovery aspects that either impact on or require commitments by, support from or coordination with the EMC			
DR2	Continue the regime of regular meetings of the Isaac Recovery Sub-Group (of the LDMG) on a frequency commensurate with recovery needs and measures at the material time.	Convening regular one to two monthly Recovery Sub-Group meetings with Department of Communities, Treasury (State Development), Queensland Reconstruction Authority, IRC Disaster coordination and recovery personnel	Below Target	Information updates not required as frequently consider reducing to quarterly meeting cycle		Ensuring fidelity to Council's Disaster Management Plan	Existing operational budgets	Director Planning Environment and Community Services / Recovery Coordinator	Now and for life of plan
		Reporting the minutes of these meetings to LDMG	On Target	Minutes reported to LDMG					
DR3	Continue participation in the State led (Greater Whitsunday) Regional Human and Social Recovery Group meetings.	Virtual or in-person attendance at and contributions to these periodic meetings convened by State Department of Communities	On Target	Participation in quarterly regional agency meetings and scenario workshop hosted at Whitsunday Regional Council in June 2021		Continued engagement about recovery intelligence and practice by the State and other Greater Whitsunday Councillors to support Isaac's recovery planning and implementation	Existing operational budgets	Director Planning Environment and Community Services / Recovery Coordinator	Now and for life of plan
DR4	Engage further with the District Disaster Management Group and District level agencies	Engagement at scheduled DDMG meetings, planning workshop and briefings, together with regular engagement directly with District Disaster Coordinator and staff between formal scheduled meetings to support LDMG and local recovery needs as appropriate	Monitor	DPECS to work with DCGFS to ensure continued information sharing on recovery plan progress		Confidence to the Isaac community that the several aspects of the COVID pandemic and its recovery which transcend regional boundaries are managed in an integrated and holistic way	Existing operational budgets	Director Corporate Governance and Financial Services / Disaster Coordinator	Now and for life of plan
DR5	Maintain a centralised contact point for Disaster Management agency information requests	Establish Council's Disaster Management Team as the single point of receiving and tracking information requests from emergency management and disaster management agencies	On Target	DMT has maintained role as central point of contact		Reliable management of information requests Confirmation that the correct source is providing responses in a timely manner	Existing operational budgets	Director Corporate Governance and Financial Services / Disaster Coordinator	Now and for life of plan

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
<b>Strategic Covid19 Recovery Plan For Community Resilience</b>								
CR1	Employ a Community Resilience Officer for two years	Completed	<p>Role focussed on reactivating community through events and celebrations in a new normal COVID Safe manner, and through community development practice, both in the community and across the Council organisation.</p> <p>The position will identify and scope community resilience-building activities and projects and maintain a high level of transparency on these functions.</p> <p>The role will report to the Manager Engaged Communities and have a collaboration dotted reporting line to the Director PECS.</p>	<p>Q2 FY20-21 Recruitment for Community Resilience Coordinator</p> <p>Q3 FY20-21 Community Resilience Coordinator commenced in role January 2021</p> <p>Q4 FY20-21 Milestones document prepared to map timeline of outcomes proposed to achieve Community Resilience objectives by December 2022</p>		<p>\$85 – 100K pa salary and oncosts plus \$2,500 equipment in Y1 all funded from reserve</p> <p>Office and vehicle from existing operational budgets</p>	Manager Engaged Communities	Recruit Q2 FY2021
CR2	Provide a dedicated funding allocation to support materials and services for reactivation of community events (including cleaning products and sanitisers etc)	On Target	<p>An initial amount of \$50,000 (from the reserve) to be ringfenced in the Special Community Grants specifically for applications sponsored by the Community Resilience Officer to the Special Community Grants Program on behalf of community organisations for this purpose.</p> <p>Identified Tourism Events (under TR2 and TR3) are also eligible for support under this item.</p> <p>If these resources are exhausted, a further report will be provided to Council to consider supplementing this budget from the reserve</p>	<p>Q2 FY20-21 Shop Isaac community event stimulus initiative introduced as per Council resolution 6908. As at 31 May 2021, \$8150 in Shop Isaac cards have been provided.</p> <p>Q3 FY20-21 COVID recovery fund guidelines adopted \$20,000 in assistance provided to Clermont Rodeo and Show Society to support 2021 Clermont Show \$18,500 in assistance provided to Nebo Bushman's Carnival to support 2021 Nebo Rodeo</p> <p>Q4 FY20-21 Clermont Show and Nebo Rodeo successfully delivered in COVIDSafe format in May 2021</p> <p>Q1 FY21-22 Assistance provided to Twin Hills Festival weekend in September 2021</p>		\$50,000 from reserve	Manager Engaged Communities	Commence upon exhaustion of existing Special Emergency Grants Program funds
CR3	Don't lose the year 2020 – reactivate COVID Safe Community functions, events and celebrations and get people moving with clubs and organisations getting on with it	<i>In the pursuit of CR1 above, focus on quality events under these circumstances to make them memorable</i>			<p>Growth in community and social capacity and resilience through community resuming everyday community life activities and events, and through targeted community development activities and projects</p> <p>Events have the flow-on impact of further stimulating business and growing community self-belief</p>	As per CR1 and CR2 above to supplement existing operational budget	Manager Engaged Communities	Now and ongoing
		On Target	<p>Reactivation of major community events including ANZAC Day regionwide (Apr), Moranbah 50th celebration (May), Nebo Rodeo (May) and Clermont Show (May)</p> <p>Q1 FY21-22 Reactivation of major community events including Moranbah Off-Road Championships (July), Middlemount Races (July), NAIDOC Week regionwide (July/August)</p>					
		Completed	<p>Q2 FY20-21 Provided financial and logistical support to reactivate an array of community events prior to Christmas including Christmas Carols and Community Parties in Nebo, Middlemount and Clermont</p>					

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
CR4	Enable a strong community belief in itself	<i>Celebrate narratives on how we overcame the adversity of the pandemic:</i>						
		* Collect the positive stories we tell ourselves	On Target	Q1 FY21-22 Capture good news stories of community recovery to date and report to Council				
		* Celebrate community pride	On Target	Collection of positive stories from community pride to report to Council				
		* Engage the Arts community to help celebrate a strong sense of community	On Target	Q1 FY21-22 Support participation of local artisans in Creative Recovery Training initiative by CQ Regional Arts Services Network - August 2021				
		Develop a brief and separate business case for a public art commission to create a lasting symbol of community spirit and grit in the face of adversity	Monitor	Q2 FY21-22 Develop business case for public art project				
		Where appropriate, use paid advertising to support this strategy	On Target	In progress to assess where appropriate.				
		Ensure Council's maintenance programs are continued to keep a positive mindset in the community	On Target	Continuing to discuss with community				
CR5	Leverage relationship with 4RFM	Explore assisting in expanding the reach of 4RFM throughout the Region	On Target	Q4 FY20-21 Working with 4FRM on community volunteering initiative to support reactivation of community and sporting groups. 2 meetings to date to discuss initiatives and execution of possible programs and funding opportunities.  Q1FY21-22 Discussions regards consolidated approach to capacity building regionwide..		To grow the base, coverage and community 'ownership' of this valuable social infrastructure, as Isaac's own	Pursue opportunities within existing grants programs in the first instance with the opportunity to present a business case for future budget or reserve funding	Manager Engaged Communities Throughout FY2021
CR6	Ongoing targeted engagement of community organisations to keep abreast of recovery needs	Appropriately scaled and targeted engagement of community organisations with meaningful reporting of intelligence organisationally and to the Disaster Recovery Sub-Group	On Target	Continuing to engage with community organisations on a one on one basis throughout the region		Maintenance of meaningful engagement with community to understand and continue to plan for and respond to recovery needs	Existing operational budgets	Manager Engaged Communities Now and ongoing
CR7	Identify, scope and implement community resilience projects	Through CR6 and Council's business as usual community engagements, remain vigilant to community resilience projects arising from evidence-based needs or opportunities.	On Target	Q1 FY21-22 & Q1 FY22-23 Deliver Legends of League event, supported by \$30,000 Localised Mental Health Initiatives funding  Q2 FY21-22 Expend balance of Drought Support funding on local initiatives and grant assistance  Q3 FY21-22 Partner with Active Queenslanders Industry Alliance and other providers such as Community Services Industry Alliance to		Retaining an agile capacity to effectively respond to latent or emergent community resilience needs	Consideration for Council to fund identified community resilience projects from the reserve on the basis of a compelling business case	Manager Engaged Communities Now and ongoing
		Scope and develop business cases for identified projects	On Target	Q1 & Q2 FY21-22 Currently scoping multiple potential projects to enhance community resilience. Eg. Engagement with High Schools and Community groups to develop a mentoring program between business students and groups to write potential grant applications.				

Strategy	Project, Task or Role (What?)	Status	Comments/Update on Actions	Next Steps Considerations	Expected Outcome (Why?)	Budget and Funding Source	Accountability	Timeframe
CR8	Leverage other Community focussed projects and strategies to reinforce COVID Safe community interactions	<i>Factor COVID Safe principles into all community projects including:</i>				Modelling and accepting a COVID-Safe way of life as basic community norms is important to the community's long-term well-being	All Council leaders	Now and ongoing
		* Youth Unmet Needs Study	On Target	Study in final draft for consideration by Council in July/August Q1 FY21-22 YUN final report received by Council Sept 2021 Q2 FY21-22 Development of community response and codesign of consultation strategy				
		* Reconciliation Action Plan	On Target	Under development				
		* Customer Service Strategy and Charter	On Target	Working group being formed for Customer Experience project				
	* Community Plan and Corporate Plan engagement and the like	On Target	Recovery initiatives align with objectives of Council's strategic planning framework					
CR9	Where it is within Council's direct capacity, work to reinstate facilities and/or premises that assist maintaining community resilience	Facilitate the reinstatement of the Glenden Bowls and Golf Clubs and Arts and Crafts Centre	Monitor			Optimising utilisation of programs, projects and facilities to support community development and resilience	Manager Community Facilities	Q2 FY2021
		Continued work through the Community Tenures and Facilities Advisory Committee	Monitor					
<b>Strategic Covid19 Recovery Plan For Strategic Advocacy</b>								
SA1	Diversification plan for region	Continued advocacy for and conceptual input into the scoping of a diversification plan for Isaac Region in the context of the Greater Whitsunday Region	On Target	Progression and participation in the RDA Economic development roadmap, participation in the CRC TiME R&D program & continued development of the Transformational concept projects for Sustainable Resources Communities	Ongoing	Credible and achievable diversification for Isaac to reduce reliance on the development and operation of metallurgical coal mining in the Region over time	Director Planning Environment and Community Services	Ongoing
SA2	Moranbah Hospital Upgrades and other health service improvements	Continued advocacy to and support for business planning for upgrades to the Moranbah Hospital and its clinical delivery, through the investment approval process used by Queensland Health	On Target	Continued advocacy and promotion of the Moranbah Hospital project and continued advocacy to mining approval proponents and State government to ensure government commitments are fulfilled in regard to service delivery standards across the Isaac Region	Ongoing	Improved Moranbah Hospital facilities and services including resident medical staff	Chief Executive Officer / Director Planning Environment and Community Services	Current and throughout FY2021
SA3	Future of Glenden	Develop credible plans for a sustainable future for Glenden in the face of current mining developments and expected closure to provide a platform for facilitating better futures than are currently presenting without intervention	On Target	Initial work commenced on development of a Glenden Futures strategy and consultancy engagement progressed	Ongoing	To avoid the otherwise likely outcome of Glenden's population falling below sustainable thresholds contingent on the closure of Newlands Coal Mine	Director Planning Environment and Community Services	Current and determined by the QCoal NRWA Planning Appeal
SA4	Continue QRC Engagement	Continued engagement with Queensland Resources Council in relation to the continued operation of Mining in a COVID Safe manner and for support for a range of resources communities recovery measures	On Target	Ongoing representation to QRC to ensure safety of Isaac communities in light of ongoing outbreaks in other parts of Australia. Further noting Council advocacy to community and non-resident workforce for increased vaccination uptake	Ongoing	Industry engagement and support for COVID Safe mining operations to protect Isaac Communities and optimise recovery	Chief Executive Officer	Ongoing
SA5	Centre of Excellence for Mines Safety and Rescue and Mines Visitor Interpretive Centre	Developing a deliverable scope and business model and continued advocacy to industry, education and government to partner in its realisation	On Target	Site analysis commenced, engagement with Qld Mines Safety Rescue continuing with site concept layout developed, path to tenure and trunk infrastructure continuing	Ongoing	A campus focussed on social and environmental excellence, bringing together industry, tertiary education, community and visitors	Director Planning Environment and Community Services	FY2022 for shovel-ready project
SA6	Support mining rehabilitation opportunities as a mechanism to achieve sustainable futures for the region and resources towns in particular	Developing the concept for re-envisioning the opportunities presented by open-cut mining rehabilitation	On Target	Concept developed and continuing review to ensure relevance of scoping -Participation in the CRC TiME program conducted to leverage opportunities as well as engagement with other universities (CQU, UQ's Sustainable minerals institute) - Progression of Mining visitor interpretative centre concept to include bespoke University R&D use -Upgrades to Clm Showgrounds pavilion to enable enterprise digital connectivity for R&D, education and training as well will support increased R&D	Ongoing	Sustainable futures for resources communities beyond operational mine lives created by ongoing centres of enterprise based around mine rehabilitation opportunities	Director Planning Environment and Community Services	FY2021 for initial prospectus of triple bottom line feasible options
		Advocacy to industry, education and government to support and partner in the realisation of this concept	On Target	Conversation on concept as part of RDA regional roadmap workshop, concept development for Mining interpretative centre progressing with R&D facility inclusions and thereafter funding advocacy would occur, existing relationships with above referenced R&D programs	Ongoing			



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<b>MEETING DETAILS</b>	<b>Planning, Environment and Community Services Standing Committee Tuesday 7 December 2021</b>
<b>AUTHOR</b>	Bruce Wright
<b>AUTHOR POSITION</b>	Manager Community Facilities

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## **5.8 EXCEPTION TO THE ISAAC REGIONAL COUNCIL PROCUREMENT POLICY – GLENDE TRADE SERVICES**

### **EXECUTIVE SUMMARY**

The purpose of this report is to seek Council's approval for an exception to the Isaac Regional Council Procurement Policy number CORP-POL-122 to sole source Glenden based trades contractors for works in Glenden within the \$1,500 - \$15,000 competitive bidding requirement thresholds.

### **OFFICER'S RECOMMENDATION**

*That the Committee recommends that Council:*

- 1. Resolves, that it's satisfied that only three (3) Glenden based trade services Contractors are reasonably available to support Council's reactive and emergent maintenance requirements in Glenden.*
- 2. Resolves, that because of the specialised nature of the services that are sought and the prevailing travel distance and time to Glenden, it is impractical or disadvantageous for Council to invite quotes.*
- 3. Endorses the exception articulated hereunder in Clause 4 away from the Isaac Regional Council Procurement Policy to retain Glenden based Contractors to support Council's reactive and emergent maintenance requirements in Glenden.*
- 4. Authorises the sole sourcing of MEH Industrial Proprietary Limited to undertake Council's reactive and emergent general services requirements within the threshold of \$1,500 to \$15,000.*
- 5. Authorises the sole sourcing of Shane Nieth Plumbing and Drainer to undertake Council's reactive and emergent plumbing services within the threshold of \$1,500 to \$15,000.*
- 6. Authorises the sole sourcing of WNS Electrical to undertake Council's reactive and emergent electrical services requirements within the threshold of \$1,500 to \$15,000.*
- 7. Authorises the arrangements contained within clauses 4, 5 and 6 to apply to the Whole of Council.*
- 8. Authorises the Chief Executive Officer to monitor, negotiate, execute and vary the use of MEH Industrial Proprietary Limited, WNS Electrical and Shane Nieth Plumbing and Drainer to support and action clauses 4, 5 and 6.*

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## BACKGROUND

Isaac Regional Council operates a diversity of assets in the Glenden region. Over an extended period of time, declining opportunity, commercial viability and access to Glenden has diminished for many Contractors. The closure of Ellensfield Road has significantly impacted upon the viability of many Contractors to travel to Glenden, particularly to conduct site visits and to prepare quotations. General estimates place a five-hour turnaround for Moranbah based Contractors to attend sites, inspect and return.

Assets under the management of Community Facilities are considered as being aged and frequently subject of reactive and emergency maintenance interventions. For the greater part, works are often well within the \$1,500 threshold and do not require more than one quotation. However, on occasion there is a requirement for reactive and emergency works that will exceed this threshold. It should be noted that this relates only to operational costs.

The practicality of inviting Contractors to quote for work in Glenden is now considered as being negligible. In order to physically inspect and provide an informed quotation, Contractors outside of Glenden can be expected to travel for up to four hours on a return journey and be present for an unspecified period at the site inspecting works. Subsequent, quotations for work invariably contain travel time, accommodation and miscellaneous costs which do not lend to the principles of value for money. Contractors who elect not to attend to a site inspection are left with very limited alternative other than to quote cost estimates that are prone to unfavourable variation.

The Contractors that are the subject of this report are Glenden based and include: MEH Industrial (general services) WNS Electrical (electrical services) and Shane Niethel Plumbing (plumbing services). All are Council registered suppliers; however, none applied for or are included on the Register of Pre-Qualified Suppliers (RPQS).

Over the course of a number of months, Community Facilities staff have been actively engaged in the retention of Contractors to perform a variety of works in Glenden. Each of the subject Contractors has undertaken works on Council sites following a competitively bid quotation process as applicable. Their work has been found to be of the pre-requisite quality, timeliness, fit for purpose and considerate of whole of life costs. Overwhelmingly, their commercial proposals are significantly more cost effective than other Contractors, primarily as a consequence of the reasons stated within the body of this report. Examples of quotations are included as Confidential Attachments.

The Isaac Regional Council Procurement Policy clearly defines Officer's obligations and guiding principles for procurement. The deviation away from seeking two quotations for works in the \$1,500 to \$15,000 threshold will provide significant benefit to include, but not be limited to: heightened response to operational requirements, cost effectiveness, risk minimisation, after sales support, timeliness of service and support to Glenden based Contractors.

It should also be noted that leading into the Region's disaster season, the ability to retain Contractors at short notice will be significantly augmented.

## IMPLICATIONS

Service Levels – It is anticipated that service levels and operational continuity of assets will be significantly heightened.

Financial – By virtue of circumstances of relative isolation, costs attached to seeking additional quotations are considered as being onerous. Past experience has clearly demonstrated that quotations from outside of the Glenden area are substantially higher due to associated on-costs. This exception will provide for a heightened level of cost effectiveness.

Oversight – The policy threshold that is the subject of this exception is \$1,500 to \$15,000. In concert with the guiding principles outlined within the Procurement Policy, it is anticipated that any engagement exceeding a total value of \$5,000 will be the subject of consultation and approval by the Chief Executive Officer and Manager Procurement and Contracts prior to initiation.

## CONSULTATION

Director Planning Environment and Community Services

Manager Governance and Corporate Services

Manager Procurement and Contracts

Manager Council Operated Community Facilities

Program Leader Leased Council Facilities

## BASIS FOR RECOMMENDATION

The ongoing operation and integrity of Council operated assets in Glenden relies heavily on the ability to respond to and rapidly remedy reactive and emergency maintenance requirements. An exception to the Procurement Policy to allow for the retention of Glenden based Contractors on a sole sourced basis will provide for greater cost efficiencies, timeliness of service and reduce corresponding risk.

## ACTION ACCOUNTABILITY

Manager Community Facilities to action alternate arrangements as required.

## KEY MESSAGES

Council is committed to the provision of functional, operational and safe facilities to communities of the Region and ensuring the provision of the best levels of service available to its communities.

Council is committed to ensuring the provision of logical and cost effective reactive and emergency maintenance responses.

### Report prepared by:

BRUCE WRIGHT  
**Manager Community Facilities**

Date: 30 November 2021

### Report authorised by:

DAN WAGNER  
**Director Planning Environment and Community Services**

Date: 30 November 2021

## ATTACHMENTS

- CONFIDENTIAL Attachment 1 – Quotation Comparisons

## REFERENCE DOCUMENT

- Isaac Regional Council Procurement Policy CORP-POL-122

PAGES 100 TO 106 HAVE INTENTIONALLY BEEN REMOVED DUE TO CONFIDENTIAL REASONS

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## MEETING DETAILS

**Planning, Environment and Community Services**

**Standing Committee**

Tuesday 7 December 2021

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## AUTHOR

Dan Wagner

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## AUTHOR POSITION

Director Planning, Environment and Community Services

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**6.1**

## **PLANNING, ENVIRONMENT AND COMMUNITY SERVICES INFORMATION BULLETIN – DECEMBER 2021**

## EXECUTIVE SUMMARY

The Planning, Environment and Community Services Directorate Information Bulletin for December 2021 is provided for Committee review.

## OFFICER'S RECOMMENDATION

*That the Committee that Council:*

- 1. Note the Planning, Environment and Community Services Directorate Information Bulletin for December 2021.***

## BACKGROUND

The attached Information Bulletin for December 2021 provides an operational update for Committee review on the Planning, Environment and Community Services Directorate.

## IMPLICATIONS

Any specific implications or risks will be outlined in the Information Bulletin.

## CONSULTATION

Planning, Environment and Community Services Directorate, Managers and Staff.

## BASIS FOR RECOMMENDATION

This is an information only report.

## ACTION ACCOUNTABILITY

Information only report.

## KEY MESSAGES

Operational update to Elected Members.

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<b>Report prepared by:</b> DAN WAGNER <b>Director Planning, Environment and Community Services</b> Date: 30 November 2021	<b>Report authorised by:</b> JEFF STEWART-HARRIS <b>Chief Executive Officer</b> Date: 2 December 2021
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## ATTACHMENTS

- Attachment 1 – Planning, Environment and Community Services Information Bulletin – December 2021

## REFERENCE DOCUMENT

- Nil

**DATE: December 2021**

## PLANNING ENVIRONMENT AND COMMUNITY SERVICES

### DIRECTORATE HIGHLIGHTS

November was a month of celebration and achievement for the PECS directorate.

Firstly, Council was crowned as champion of Queensland's festivals and events, receiving a Gold award at the 2021 Queensland Tourism Awards in Brisbane on 8 November 2021. The result is a testament to the effort and enthusiasm that goes into planning and delivery of the event, led by the Economy and Prosperity Department, and ably supported by the Liveability and Sustainability, Engaged Communities, Brand, Media and Communications and Parks and Recreation departments.



This month we celebrated service milestones of Gert Nel (15 years) and Kigan Motu (10 years) with presentation of certificates and badges. Both Gert and Kigan exemplify our Noble Purpose of 'building communities through engagement, trust, innovation and value' in their respective roles by 'walking the walk'.



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The PECS Operational Leadership Team met on 30 November 2021 for the final time in 2021, with a report writing workshop undertaken, a showcasing of departmental activities and projects, discussion on capital and operational projects and budgeting processes, as well as detailed dialogue on implementation of the PECS Noble Purpose within teams, guided by a Noble Purpose Implementation Plan. These plans will be finalised during December.

The recruitment process for the Manager Strategic Policy and Projects is well-advanced, with interviews conducted on Monday 29 November 2021. Council received a high-quality cohort of applicants for the role, which resulted in a highly competitive process. Outcomes of the recruitment process will be communicated shortly.

Recruitment for the role of Manager Engaged Communities will commence shortly, with a view to securing strong capabilities in the areas of community development and engagement and change management processes to drive our community programs into the future.

DPECS and Manager Strategic and Business Development attended the three-day Climate Resilient Leadership Workshop hosted by Peak Services, with participants gaining discrete understanding of the climate change challenge and exploring ways in which local governments can influence and respond to climate risks.

Customer satisfaction surveying concluded on 26 November 2021, with achievement of the desired quota for 500 respondents. Analysis and preparation of the results of this work is underway and will be shared once complete.



Key strategic projects including the Corporate Sustainability and Regional Resilience Investigative Framework, Reconciliation Action Plan and the Customer Experience Strategy are undergoing review and revision to respond to internal feedback and prepare for future briefing of ELT and Council on these matters.

## COVID-19 – Support and Stimulus Package

Reporting on the COVID-19 Community Recovery Plan was presented to Council in November 2021. A review of the Community Chest framework has been provided to Committee in December 2021.



## PECS Capital Works 2021/2022

<b>2021/22 PECS Capital as at 1 December 2021</b> Carry Forward Budget                    \$2,525,604.00 Adopted Budget                                \$8,509,791.00 Commitments                                     \$728,461.82 Actual Expenditure                           \$1,561,438.30 Remaining Budget                              \$8,745,494.88		14.15 Percent of Budget Spent - December (Excluding Commitments)  \$9,473,957 of YTD Budget Remaining - December (Excluding Commitments)	20.75 Percent of Budget Spent - December (Including Commitments)  \$8,745,495 of YTD Budget Remaining - December (Including Commitments)			
Project	Budget	YTD Actual Expenditure	Commitments	Remaining budget including commitments	Comment	Delivery Manager
Theresa Creek Dam Septic Renewal	\$655,014.00	\$0.00	\$1,400.00	\$653,614.00	Environmental approval still to be finalised	Mark/Shane B/Linda
DYS Pool – Mech/Elect Upgrade	\$6,182.00	\$6,182.00	\$0.00	\$0.18	Complete	Bruce W
Clermont civic centre Air-cons and electrical	\$220,000.00	\$9,518.68	\$195,677.82	\$14,803.50	Project awarded and planned through local electrical contractor	Mark
Clermont Civic Centre external repairs and paint	\$159,056.00	\$32,052.08	\$69,092.00	\$57,911.92	Letter of award issued to local contractor	Mark
DYS Civic Centre – W4Q	\$15,800.00	\$0.00	\$0.00	\$15,800.00	Project complete, funds to be utilised for 2019/21 W4Q balancing	Mark
MMT- Hall Structural Renewal	\$115,221.00	\$115,214.70	\$0.00	\$6.30	Complete.	Mark
MBH Community Centre – Design	\$98,836.00	\$2,939.09	\$647.27	\$95,249.64	Pending Grant Announcement	Mark
CORP Tourism signs new and replacement	\$26,908.00	\$6,141.90	\$9,830.51	\$10,935.59	RFQ issued to market	Shane B
MBH AFL Oval Playing Lights	\$172,595.00	\$189,852.87	\$1,148.25	\$18,406.12	Complete. Will be balanced at Q2	Mark
CLM Netball Amenities Block	\$120,233.00	\$132,552.69	\$0.00	-\$12,319.69	Complete. Balancing source required	Mark
NBO Showgrounds Amenities Block	\$6,800.00	\$6,832.81	\$0.00	-\$32.81	Complete.	Mark

# INFORMATION BULLETIN

Nebo Hub	\$111,077.00	\$104,912.98	\$20,397.51	-\$14,233.49	Complete. Balancing source required	Mark
CLM Pool Dive Block Remediation	\$60,275.00	\$0.00	\$35,140.00	\$25,135.00	Construction commenced	Bruce W
IRC Community Facilities Works	\$150,318.00	\$85,918.86	\$66,134.08	\$1,734.94	Final construction underway	Bruce W
NBO Pool	\$391,647.00	\$399,508.13	\$804.54	\$8,665.67	Complete, will be balanced at Q2	Mark
IRC Pools – Equipotential bonding	\$40,000.00	\$0.00	\$0.00	\$40,000.00	Project on hold while scope finalised	Bruce W
CLM Pool – Amenities Refurbishment	\$114,325.00	\$35,000.00	\$79,303.00	\$22.00	Complete	Bruce W
IRC Swimming Pool Works	\$114,473.00	\$103,408.80	\$26,879.14	\$15,814.94	Final construction underway	Bruce W
MCC Technology Upgrade	\$600,000.00	\$0.00	\$51,861.00	\$548,139.00	Tender under evaluation	Mark
Clermont Sale & Show Revitalisation Stage 2 (4 individual projects)					Funding agreement in final drafting stage	Mark
Project 1 – Southern Show Pavilion	\$900,000.00	\$0.00	\$0.00	\$900,000.00	Tender drafted	Mark
Project 2 – Rodeo Replacement	\$0.00	\$0.00	\$0.00	\$0.00	Scope being finalised – 2022-23 project	Mark
Project 3 – Carpark and Entrance	\$0.00	\$0.00	\$0.00	\$0.00	Scope being finalised – 2022-23 project	Mark
Project 4 – Outdoor Spaces and stud cattle	\$0.00	\$0.00	\$0.00	\$0.00	Scope being finalised – 2022-23 project	Mark
NBO Showgrounds 2 Kitchen Upgrade	\$250,000.00	\$0.00	\$0.00	\$250,000.00	Pending award	Mark
CLM Civic Centre Kitchen Upgrade	\$150,000.00	\$43,424.98	\$86,991.87	\$19,583.15	Construction underway	Mark
MMT Community Hall – Breezair Renewal	\$139,000.00	\$138,064.20	\$0.00	\$935.80	Complete	Mark
STLAW – Community Hall – External	\$80,000.00	\$0.00	\$29,950.00	\$50,050.00	Construction underway, 10k variation received as veranda posts are rusted through under pavers	Mark

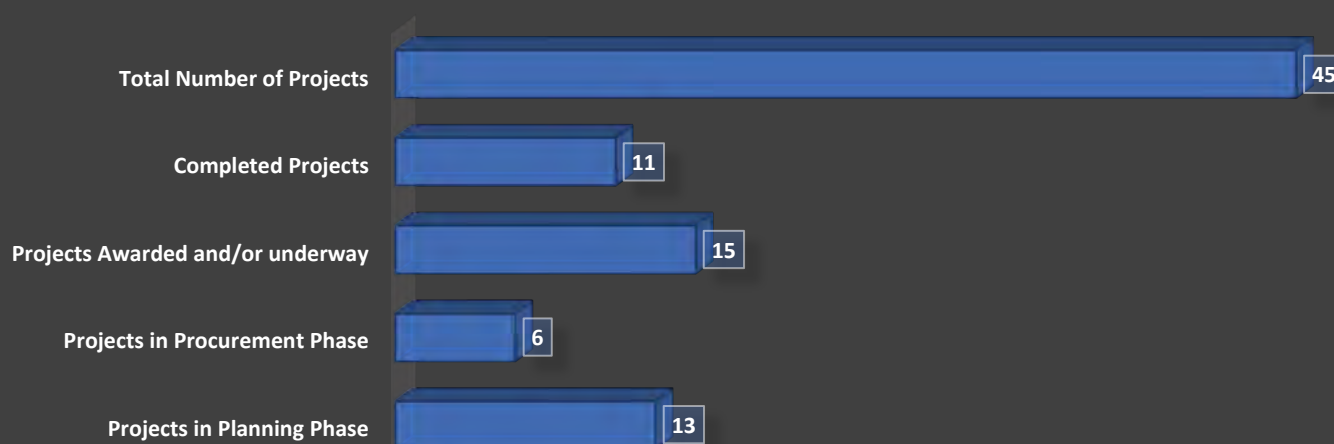
# INFORMATION BULLETIN

& Internal works						
DYS Community Hub Design and Construct	\$120,000.00	\$0.00	\$0.00	\$120,000.00	In planning stage as per 2021/22 delivery schedule	Mark
STLAW Community Hub Design	\$25,000.00	\$0.00	\$0.00	\$25,000.00	In planning stage as per 2021/22 delivery schedule	Mark
Middlemount Animal Management Centre	\$74,895.00	\$2,861.68	\$5,981.82	\$66,051.50	Some materials ordered; construction scheduled finalised	Mark
CORP Abandoned Vehicle Facility	\$144,907.00	\$7,494.48	\$9,666.73	\$127,745.79	Some materials ordered; construction scheduled finalised	Mark
Mt Britton Construction of waterless amenities	\$120,000.00	\$0.00	\$2,000.00	\$118,000.00	Pending award	Mark
CORP Facilities Proactive Capital Program	\$92,466.00	\$12,902.73	\$0.00	\$79,563.27	Initial works underway	Bruce W
Corp Pools Proactive Capital Program	\$140,378.00	\$15,220.00	\$9,265.00	\$115,893.00	Initial works underway	Bruce W
MBH Community Centre – Refurbishment	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00	Pending Grant Announcement and loan funding	Mark
Environment & Biodiversity Enviro Lab	\$150,000.00	\$0.00	\$0.00	\$150,000.00	RFQ issued to market	Mark
CLM Saleyards Rectification Works	\$329,000.00	\$0.00	\$0.00	\$329,000.00	RFQ being finalised	Mark
TCD Canteen Concrete and Irrigation Work	\$70,000.00	\$10,641.54	\$0.00	\$59,358.46	Irrigation trailer delivered; concrete awarded but not showing	Mark
CLM Aerodrome Pavement Surface Reseal	\$315,000.00	\$0.00	\$6,750.00	\$308,250.00	Construction complete, costs to be journalled from E&I	Shane B
DYS Civic Centre – Carpark Resurfacing &	\$130,000.00	\$0.00	\$16,276.00	\$113,724.00	Design underway	Mark

CLM Pool BBQ & Picnic Facilities	\$30,000.00	\$0.00	\$0.00	\$30,000.00	In planning stage as per 2021/22 delivery schedule	Bruce W
DYS Civic Centre Façade Renewal	\$155,000.00	\$0.00	6,606.00	148,394.00	Design underway	Mark
CLM Civic Centre – External Works	\$80,000.00	\$12,932.40	\$52,159.90	\$14,907.70	Construction underway	Mark
MHB Water Park Refurbishment	\$1,200,000.00	\$0.00	\$0.00	\$1,200,000.00	Tender Issued to market	Bruce W
DYS Civic Centre Aircon Replacement	\$660,989.00	\$0.00	\$0.00	\$660,989.00	New emergent need project, scope being finalised	Bruce W

## 2021/22 PECS CAPITAL PROJECTS

■ 2021/22 PECS Capital Projects



## LIVEABILITY & SUSTAINABILITY

### PREVIOUS MONTH'S ACHIEVEMENTS

#### E. Development Assessment

Volume of Operations	Nov 21	Oct 21	Sep 21	Aug 21	Jul 21	YTD 21/22	FY 20/21	FY 19/20
<b>Applications Received</b>								
Development applications (MCU / ROL / OPW)	0	1	2	5	0	8	36	38
Building works siting concessions	4	2	2	0	1	9	26	9
Survey plans for endorsement	0	0	1	0	0	1	6	6
<b>Approvals</b>								
Developments permits (MCU / ROL / OPW)	2	2	2	3	0	9	31	43
Building works siting concessions	3	0	2	0	1	6	27	15
Survey plan	0	1	0	0	1	2	7	4
<b>Enquiries</b>								
Development Enquiries	11	16	16	N/A	N/A	N/A	N/A	N/A

#### B. Pre-lodgement Meetings

Project Description	Applicant	Date
Pre-lodgement Meeting – GWS3 Telstra Sites	Downer Group	16/11/2021

#### C. Regional Land Use Planning

Project / Initiative	Update
Isaac Region Planning Scheme	<ul style="list-style-type: none"> <li>Internal engagement commenced regarding priorities for Amendment 1 to the Planning Scheme. ELT and Council engagement anticipated in Q3/Q4.</li> <li>Review of Council Planning Webpage underway and due for completion in January.</li> <li>Procurement progressing to engage consultant for delivery of standard condition package to support and consolidate development approval conditions for regional planning scheme.</li> </ul>

Coastal Hazard Adaptation Strategy	<ul style="list-style-type: none"> <li>Officers have commenced development of the upcoming Public Consultation Plan and engagement methods.</li> <li>Council report to be presented to Council seeking endorsement of Public Consultation Plan and collateral.</li> <li>Phase 8 (Implementation and Change Management Plan) drafting commenced.</li> <li>Project extension requested to funding partner until Q1 2021.</li> <li>Intended timing of community engagement is February / March 2022.</li> </ul>
Land Development Advisory Committee Actions	Draft Stage 4 Workplan has been drafted and will undergo internal consultation prior to being presented to the Land Development Advisory Committee at the next Land Development Advisory Committee meeting in December.
PDA Revocation	Manager Liveability and Sustainability attended PDA Delegation Forum in November.

## D. Infrastructure Planning

Project / Initiative	Update
Infrastructure Charging Framework and Local Government Infrastructure Plan (LGIP).	Project scope being developed for an audit of historic headworks payments and planned expenditure on trunk infrastructure investigations in accordance with 2021/22 Business Plan priority.
Flood Studies	<ul style="list-style-type: none"> <li>A project brief for flood mapping studies which will inform the Planning Scheme Flood Hazard Overlay is currently being developed in preparation for external funding opportunities. There is currently State and Federal funding opportunities which Council could apply for (subject to ELT endorsement).</li> <li>The Isaac River Regional Flood Study has been completed with formal handover of flood study data received from Central Highlands Regional Council. Consideration now being given to the implementation of the data in the Planning Scheme.</li> </ul>

## E. Social Planning

Project / Initiative	Update
Social Sustainability Policy	Draft Organisational Implementation Plan developed and awaiting Executive Leadership Team consideration.
Major Project Approvals Management Framework	Framework being drafted.
Social Infrastructure Framework	Need scenarios are currently under development.

## F. Status of Active Significant Project Approvals

Project	Proponent	Status
<b>Mining Lease Applications</b>		
Isaac River Project	Coking Coal One	<ul style="list-style-type: none"> <li>• Council submitted Objection form for a mining lease application on 18/08/21.</li> <li>• Coking Coal One representatives met with IRC officers on 27/08/21 to discuss issues raised in objection.</li> <li>• Correspondence received from Bowen Coking Coal 09/09/2021 outlining a number of proposed actions to further consider social traffic and other impacts and requesting Council withdraw objection.</li> <li>• Correspondence from Director Planning, Environment and Community Services to Bowen Coking Coal acknowledging proposed actions and noting Council may consider withdrawing objection upon implementation of proposed actions.</li> <li>• Meeting with Bowen Coking Coal and IRC officers 14/10/2021 – further discussion regarding expectations for social and traffic impact assessment</li> <li>• Meeting with Bowen Coking Coal and IRC officers regarding approvals process timeframes.</li> <li>• Technical officers briefing to Mayor and Senior Executives 22/10/2021</li> <li>• Meeting between Bowen Coking Coal and Mayor/Senior Executives to discuss Bowen Coking Coal Projects in Isaac 22/10/2021</li> <li>• Social and Traffic impact management documentation received from Bowen Coking Coal.</li> <li>• Technical Officer assessment identified four out of five matters (social impact assessment, social sustainability policy, waste disposal sites and community engagement) could be considered resolved however several matters relating to traffic impacts had not been sufficiently addressed.</li> </ul> <p><b>Next step:</b></p> <ul style="list-style-type: none"> <li>• Council has requested the proponent enter into a legally binding agreement to mitigate transport and traffic impacts. Negotiation is being led by Engineering and Infrastructure Directorate.</li> </ul>
<b>Environmental Impact Statement</b>		
Winchester South Project	Whitehaven WS	<ul style="list-style-type: none"> <li>• Briefing paper presented to Council for consideration at Ordinary Meeting on 25/08/2021.</li> <li>• Final submission lodged with OCG 15/09/2021.</li> </ul> <p><b>Next step:</b></p> <ul style="list-style-type: none"> <li>• Proponent considering submissions to EIS</li> </ul>
Saraji East Mining Lease Project	BMA	<ul style="list-style-type: none"> <li>• Council lodged response to draft EIS with DES July 2021.</li> </ul> <p><b>Next step:</b></p> <ul style="list-style-type: none"> <li>• DES have granted BMA and extension to December 2024 to respond to stakeholder concerns and revise EIS.</li> </ul>

Isaac Downs Project	Stanmore Coal	<ul style="list-style-type: none"> <li>Stanmore Coal are revising draft EIS following public notification period.</li> </ul> <p><b>Next steps:</b></p> <ul style="list-style-type: none"> <li>Stanmore are seeking further engagement with Council to refine elements of SIMP. OCEO arranging.</li> <li>Revised/supplementary EIS pending.</li> </ul>
Central Queensland Coal Project	Central Queensland Coal	<ul style="list-style-type: none"> <li>Queensland Government determined overall the project poses a number of unacceptable risks and that the project, as proposed, is not suitable to proceed.</li> </ul> <p><b>Next step:</b></p> <ul style="list-style-type: none"> <li>Commonwealth decision pending.</li> </ul>
Lake Vermont Meadowbrook	Jellinbah Group	<ul style="list-style-type: none"> <li>Terms of Reference finalised.</li> <li>Jellinbah group scheduled to present findings of draft SIA/SIMP 22/11/2021</li> <li>Jellinbah and SMEC (Social Impact consultants) briefed Mayor and key staff on project progress and key findings of the SIA. Council provided high level feedback.</li> </ul> <p><b>Next step:</b></p> <ul style="list-style-type: none"> <li>Jellinbah indicated they may forward the draft SIA/SIMP to Council for further review prior to lodgement of EIS with DES. Should this not eventuate Council will review when the draft EIS is publicly notified via the department.</li> </ul>

## G. Environment, Biodiversity and Land Management

Project / Initiative	Update
Environmental Policy	Action Plan drafting underway.
Biosecurity Strategy 2020-2024	Draft Bio-Security Strategy scheduled to be presented to Council for adoption in Q3.
Flying Fox Management	<ul style="list-style-type: none"> <li>Ongoing weekly monitoring of flying fox colonies at Dysart (Garnham Drive), Clermont (Hoods Lagoon) and Moranbah.</li> <li>Colony sizes are as per below (approx):                             <ul style="list-style-type: none"> <li>Moranbah – &lt;20,000</li> <li>Dysart – 0</li> <li>Clermont – 1,000</li> </ul> </li> <li>Councillor Briefing Session held in November. Officer's now considering outcomes of briefing including consideration of updates to Statement of Management Intent.</li> </ul>
Pest Management – 1080 and Dingo Scalping	<ul style="list-style-type: none"> <li>1080 baiting processes being reviewed in preparation for future rounds.</li> </ul>
Dust Sampling	<ul style="list-style-type: none"> <li>Dust sampling for Moranbah and Clermont undertaken.</li> <li>Officers have been advised that the DES dust deposition monitoring at the two Moranbah sites and the Clermont site are to cease at the end of November 2021.</li> <li>A DES Report is being prepared on current monitoring results.</li> </ul>



	<ul style="list-style-type: none"> <li>Continuous monitoring stations in Moranbah are to continue operating while consultation on the report findings is underway (for at least 6 months).</li> <li>Officers are going to engage with DES Officers to get an improved understanding of the situation.</li> </ul>
Urban Water Stewardship Framework	<ul style="list-style-type: none"> <li>The Mackay Isaac Whitsunday Results for the Urban Water Stewardship Framework were released as part of the launch of the Health Rivers to Reef Partnership Stewardship Report Launch in November.</li> </ul>
Water Monitoring	<ul style="list-style-type: none"> <li>Hoods Lagoon biannual water testing undertaken.</li> </ul>
Stock Routes	<ul style="list-style-type: none"> <li>Undertaking general maintenance and weed management on Stock Route Water Facilities after recent rain events.</li> </ul>

## EMERGING ISSUES

- Flying fox activity in Dysart, Clermont and Moranbah has reduced however there is still potential for colonies to establish in similar numbers.
- Development assessment workload due to staffing pressures.

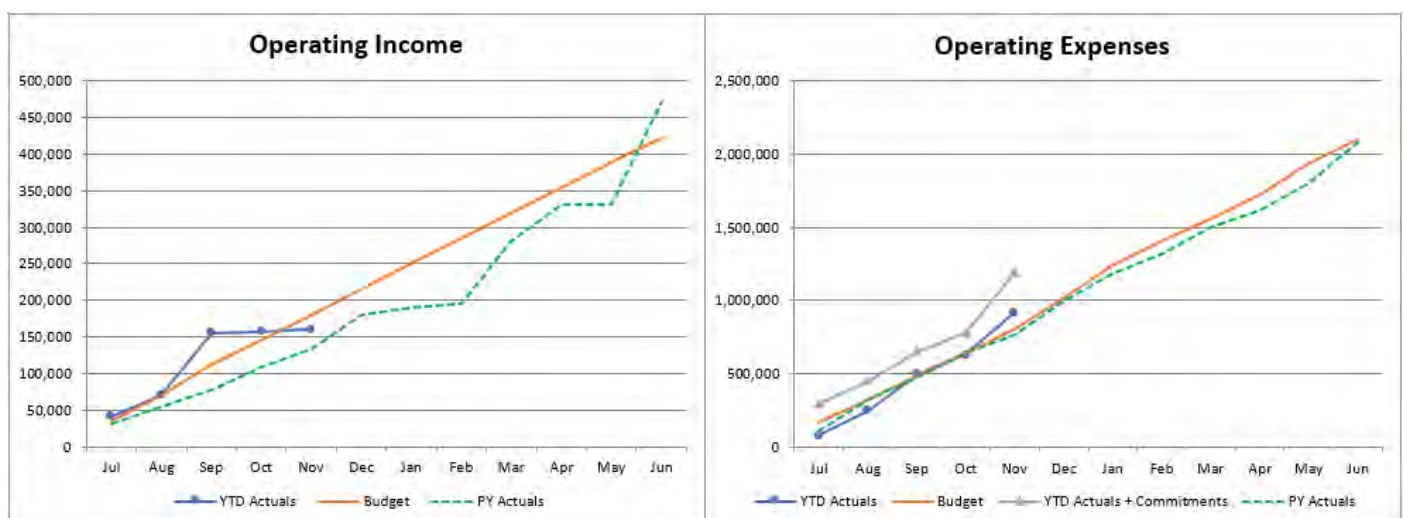
## DEVIATION FROM BUDGET AND POLICY

Nil

## NEXT MONTH'S PROGRAM

- Development and reporting of Coastal Hazard Adoption Strategy Public Consultation Plan.
- Flying fox monitoring and ongoing engagement with the Department of Environment and Science.
- High development assessment workload.

## FINANCIAL REPORT







## ENGAGED COMMUNITIES

### PREVIOUS MONTH'S ACHIEVEMENTS

Community Hubs as at 31 October 2021

Isaac Libraries

 <p>New Memberships</p>	<p>37* new library memberships in October 2021.</p> <p>Of the 37* new memberships, 1 joined online.</p>	<p>225* residents joined the libraries in FY2021/22.</p> <p>Of the 225* residents, 28 joined online in FY2021/22.</p> <p>0 institutions joined the libraries in FY2021/22.</p>																
 <p>Building communities through engagement</p>	<p>4,507 people visited the libraries October 2021.</p> <p>8% increase in foot traffic compared to September 2021.</p>	<p>16,215 people visited the libraries for FY2021/22.</p> <p>On average, 4,054 people visited the library network each month.</p>																
 <p>Building communities through value</p>	<p>5,453* items being borrowed in October 2021.</p> <p>2,387 (44%) of those items were online collections. Trend consistent.</p>	<p>Total of 16,586* issues in FY2021/22.</p> <p>Of the 16,586 issues, 6,956 were online collections. This equates to 42%, stable.</p>																
 <p>Building communities through value</p>	<p>In October, each patron on average borrowed ...items @...library</p> <table data-bbox="523 1559 880 1921"> <tr> <td>St Lawrence</td> <td>2 items</td> </tr> <tr> <td>Nebo</td> <td>4 items</td> </tr> <tr> <td>Moranbah</td> <td>5 items</td> </tr> <tr> <td>Middlemount</td> <td>4 items</td> </tr> <tr> <td>Glenden</td> <td>3 items</td> </tr> <tr> <td>Dysart</td> <td>3 items</td> </tr> <tr> <td>Clermont</td> <td>4 items</td> </tr> <tr> <td>Carmila</td> <td>6 items</td> </tr> </table>	St Lawrence	2 items	Nebo	4 items	Moranbah	5 items	Middlemount	4 items	Glenden	3 items	Dysart	3 items	Clermont	4 items	Carmila	6 items	<p>Across the network, on average the number of items loaned in October per patron is 8 items, trend is consistent.</p>
St Lawrence	2 items																	
Nebo	4 items																	
Moranbah	5 items																	
Middlemount	4 items																	
Glenden	3 items																	
Dysart	3 items																	
Clermont	4 items																	
Carmila	6 items																	

 <p>Building communities through value</p>	<p><b>Service</b></p> <p>442 residents used the public PCs in October 2021.</p> <p>A significant decrease of 56% month-on-month.</p> <p><b>Usage</b></p> <p>Residents spent 284.98 hours on the public PCs in October 2021.</p> <p>Just over 418 hours less than last month.</p> <p>On average, the customer used the public computer for 39 mins per booking.</p>	<p><b>Service</b></p> <p>2,629 residents utilized the public PCs in FY2021/22.</p> <p><b>Usage</b></p> <p>Residents expended 1,845.24 hours on the public PCs in FY2021/22.</p> <p>On average, the customer used the public computer for 39 mins per booking in FY2021/22.</p>
 <p>Your hub is a focal point where the Isaac communities come to learn, to play, to discover and to seek information.</p>	<p>110 activities were delivered in October@Libraries.</p> <p>750 residents benefited from these activities.</p>	<p>424 activities were delivered by your Library Team in FY2021/22.</p> <p>2,508 residents benefited from the activities in FY2021/22.</p>
 <p>Your hubs are more than bricks and mortar... Building communities through value</p>	<p>21 visits were undertaken to schools, kindgartens and childcare centres in October.</p> <p>269 childrens benefited from the October visits.</p>	<p>Your Library Team visited 69 times schools, kindergartens and childcare centres in FY2021/22.</p> <p>2,508 children benefited from these visits in FY2021/22.</p>
	<p>Nil activities were delivered jointly with community and other organizations in October 2021.</p>	<p>5 activities were delivered in FY2021/22.</p>
 <p>Reference and Information Service</p>	<p>629 Reference and Information Service were provided in October 2021.</p> <p>1% decrease in request for reference and information service month-on-month.</p>	<p>2,479 Reference and Information Service were provided in FY2021/22.</p> <p>On average, your Library Team handled 620 reference and information services per month across the network.</p>

## LIBRARY WIFI

Council offers free public wifi to the residents in the libraries and surrounding areas. This service is available to the residents from 7am to 7pm daily. In October, there were 97 connections to the wifi, 18 less uptakes compared to September. Two consecutive months decline in take up rate.

Of the 97 visitors, 50 were unique visitors (not repeat log-ins). Average visit duration is 2 hour and 29 minutes. Another record of duration since inception of the service.



### Access via Device Types

October 2021 was the first month since inception that there wasn't access via tablet, just solely mobile and desktop.

### ACCESS VIA DEVICE TYPES







### New vs Repeat Visitors

New visitors (n=29) and repeat visitors (n=61) for the month of October 2021.





### NEW VS REPEAT VISITORS



## Isaac Museums

 <p>Clermont Historical Centre</p>	<p>253 people visited the CHC in October 2021.</p> <p>41% increase in foot traffic compared to last month was due to celebration of Seniors Week at CHC.</p>	<p>1,207 people visited the Centre in FY2021/22.</p>
 <p>Nebo Museum</p>	<p>15 persons visited the Nebo Museum in October 2021.</p> <p>25 persons less on foot traffic month-on-month. While the visitation numbers are not strong, this Museum visitation number <b>is</b> to grow steadily.</p>	<p>127 people visited the Museum in FY2021/22.</p>
	<p>Total Volunteer Hour for October is 20 in kind contribution to the Council.</p>	<p>Our communities invested 108 hours in our Clermont Information Centre in FY2021/22.</p>
	<p>161 tourists visited the Clermont Visitor Information Centre in October 2021.</p> <p>40% decrease in foot traffic. Fall in foot-traffic for two consecutive months.</p>	<p>1,442 visitors utilized the Clermont Visitor Information Service in FY2021/22.</p>

## Customer Service

 <p>Call Volume</p>	<p><b>2,312*</b> calls received in September 2021.</p> <p>8% decrease in call volume month on month.</p>	<p>5,051 calls received in FY2021/22 An average of 2,350 calls per month.</p>
 <p>Abandoned Calls</p>	<p><b>29*</b> (1%) calls were abandoned in September 2021</p> <p>Constant number of calls being abandoned month-on month</p>	<p>89 (1%) calls were abandoned in FY2021/22.</p>
 <p>Calls Transferred</p>	<p><b>307*</b> calls were transferred in September 2021.</p>	<p>973 (14%) calls were transferred in FY2021/22.</p>
 <p>Customer Requests</p>	<p>927 CRs are created in October, an increase of 13% (105 CRs) month-on-month.</p> <p>803 (87%) CRs were completed October. Steady performance effort.</p>	<p>2,950 CRs were created in FY2021/22.</p> <p>2,227 (75%) CRs were completed in FY2021/22.</p>
<p>Transactions</p>	<p>2,582 transactions were completed in October 2021.</p> <p>30% (n=599) increase in transactions month-on-month. The positive variance was due to rating billing cycle.</p>	<p>8,558 transactions were completed in FY2021/22</p> <p>On average, 2,138 transactions were undertaken each month.</p>

\*While the server was upgraded during the implementation of TouchPoint, the data was not transferred over to the new server. Unable to retrieve the October 2021 data.

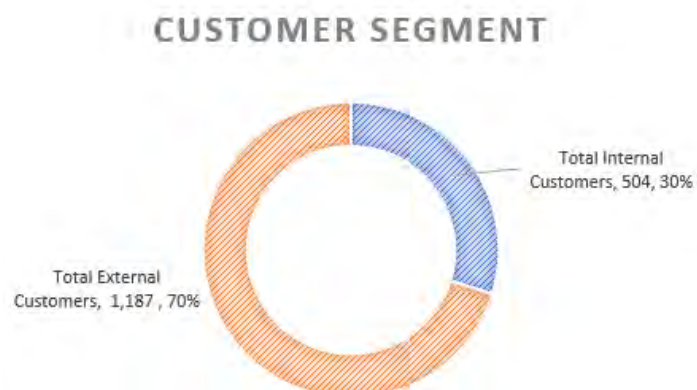
641 Customer Requests created in October 2021. An increase of 105 requests from last month.

Classifications	Number of Requests
Building	8
Community Engagement	25
Community Facilities	24
Compliance	78
Economy and Prosperity	5
Environmental Diversity	29
Environmental Health	12
Facilities	63
Park and Recreation	24
Roads	72
TV Comms	3
Waste Services	111
Wastewater Services	16
Water Services	457

Customer Requests by Division for the month of October 2021.

Division	Current	Completed
1	13	63
2	9	64
3	3	81
4	11	108
5	7	166
6	9	77
7	11	76
8	13	70

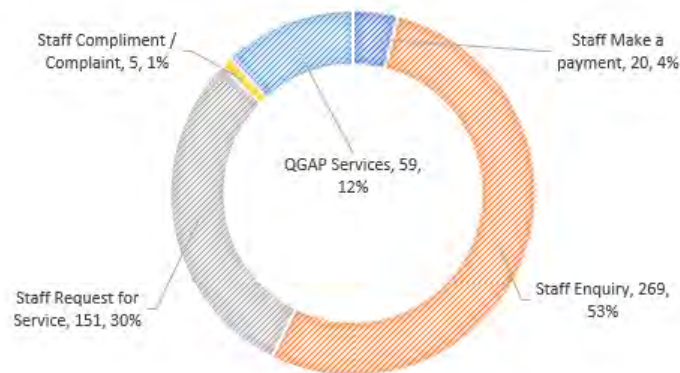
## Walk-in Profile



**EXTERNAL CUSTOMER WALK-INS**



**INTERNAL CUSTOMER WALK-INS**



**October Achievements**

Continuing Council’s partnership with STEMPunks, Split Spaces and Local Buying Foundation, Moranbah Library held the final session of ‘Space 2101’ in October. This program provided encouragement to 22 young adults to develop design thinking as a problem-solving tool and experience real space objects, 3D Design coding and learn from the ‘real Marsonauts’.

Hubs Team has seen through the cycle of rates in October. As the empirical evidence demonstrated, there was a 30% increase in number of transactions despite September being the month for dog registrations, renewal and water billing. There was an additional of 600 more transactional encounters.

Library Services completed its annual stocktake in October, ahead of scheduled time.



## Contracts and Procurement Team “Go Live” in CRM

Council’s Contact Centre was upgraded to TouchPoint. We are experiencing teething issues with communication coming to a complete shut down on the day it was launched. Councils after hour service picked up the lag.

Council’s museums celebrated Seniors Week with open doors offering free entry to our seniors. A total of 72 seniors visited Council’s Clermont Historical Centre and Nebo Museum.

Library Services reinstated craft@rhyme time in October.

Water Week @ Middlemount Library - We best learn the value of water when we are young. This happened at Middlemount Library whereby our Water Team teamed with Library Team to bring life to the Water Week. Our Water Team colleagues shared a story.



## **Community Engagement, Programs and Events**

- ‘Banju and Gandu Go Walkabout’, the digital storytelling project, was opened and launched at the Coalface Art Gallery. The project sees a Barada Barna story brought to life using virtual reality and all designs have been developed by Year 6 Moranbah East State School students. The project has been a collaboration between Council, Barada Barna Traditional Owners and Moranbah East State School.
- Remembrance Day services were delivered in conjunction with RSL sub-branches, citizen’ auxiliaries and schools in Clermont, Moranbah and Nebo.
- Two NAIDOC events were delivered in conjunction with the Koinjmal People in mid-November. The first event shared traditional land and water management techniques via guest talks and a workshop. The second event was a community day where Steven Kemp kept the audience captivated with sharing his

many uses of trees and plants. Some of the children learnt how to make soap from trees, and about animals habits and uses of different timbers for different items.

- A public art project commissioned by Anglo American has commenced on the Nolan St water reservoir in Middlemount. The project is the first to be approved and rolled out under Council's new Public Art Policy and Guideline and has been a year in the making.
- The team are supporting the Parks & Recreation team with the engagement design and initiatives for the Middlemount Skate Park redesign, aiming to quash the issue of dust and dirt settling in the bowls.
- The Christmas Lights competitions have launched across the region with entries closing in early December.
- The Miner's Memorial Community Garden project closed at the Coalface Art Gallery on 8 November. In addition to regular visitors, around 60 attendees visited the exhibition immediately following the Miner's Memorial Service.
- The final First5Forever Pop Ups @ The Park (and Pool) for 2021 were held in Middlemount, Moranbah, Clermont and Dysart. The Clermont event included a sprinkler party, and the team are grateful to the Parks & Recreation team for supporting such a well-received initiative.
- Round Two of the Regional Arts Development Fund (RADF) 2021-22 community grants program closed on Thursday 11 November. Applications will be assessed by the Isaac Arts and Cultural Advisory Committee next month.
- Terracom have once again provided a \$6000 grant to support the Clermont Australia Day activities.
- School visits were conducted with Valkyrie, Clarke Creek and Kilcummin. Senior students participated in research sessions using Council's World Trade Press digital resource while junior students had Story Time sessions.
- The Programs' team represented both the First5Forever program and Isaac Libraries at Prep transition days at Moranbah State School and Moranbah East State School. Parents had the opportunity to connect with Council staff in relation to literacy services and resources available.

## EMERGING ISSUES

### ***Community Hubs***

- Iron out technical issues with TouchPoint.

### ***Community Engagement, Programs and Events***

- The team has re-advertised for the Community Relations Officer position for Nebo/Glenden as very few suitable applications were received in the first round. If a suitable applicant can be sourced in this current round, we will likely be looking at a January start date for the successful incumbent. At present, duties of this role are being shared throughout the team. In addition, the Moranbah Community Relations Officer is on unexpected medical leave and a return date is likely to be January 2022. The Community Relations Officer (Youth) has taken on additional duties to fill some of these gaps.
- There is uncertainty from the team regarding COVID-19 vaccination requirements and upcoming events, particularly Australia Day. The team will continue to monitor the current requirements and adapt events and activities as required. The major concern lies around turning unvaccinated attendees away. Should this rule remain, we may need to source security to assist with entrance to events.
- Due to the team being under-resourced at the moment and without the Community Programs Assistant position, the Minecraft Master Builder project has been put on hold.
- The Jangga Traditional Owner group have expressed interest in facilitating a NAIDOC/Christmas party in Glenden before Christmas, utilising a remaining RADF allocation to support. The team is working to finalise these plans before the funding period closes.

- 
- Further discussions are being held with Ross Shannon to clarify aspects of his public art proposal for a Shannon Family sculpture installation in Nebo celebrating some of the areas early European settlers.
  - Stakeholders have continued to ask about the release of the Youth Unmet Needs study and what is happening with this information.
  - There has been a lot of discussion recently about the ongoing bullying in schools as well as similar issues around sexting and coercion for youth to send images plus mental health issues throughout the region's schools.
  - Some expressed confusion over the Community Satisfaction survey as they received calls but were then told they could not respond as the quota for their town had been reached. Perhaps in future, phone calls need to be better targeted or communication to the community could better explain the data collection process.
  - The last of the slab was poured for the St Lawrence Men's Shed/Sportsground on 18 November, with shed erection expected early December. All things going well the opening will be held in late January/early February.

## **NEXT MONTH'S PROGRAM**

### ***Community Hubs***

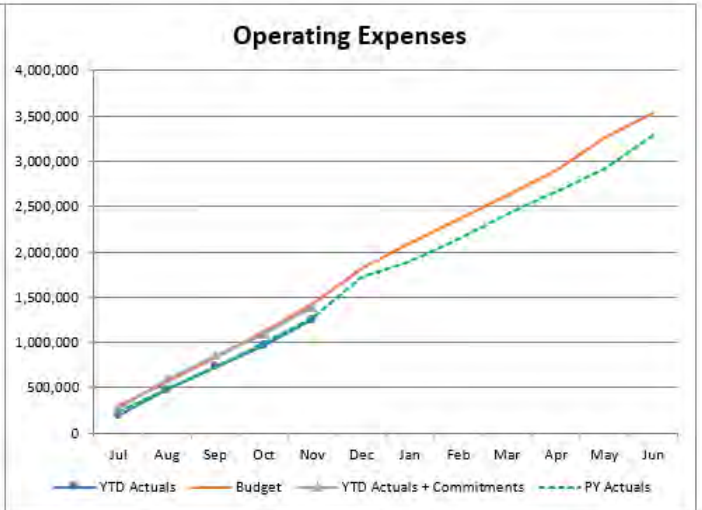
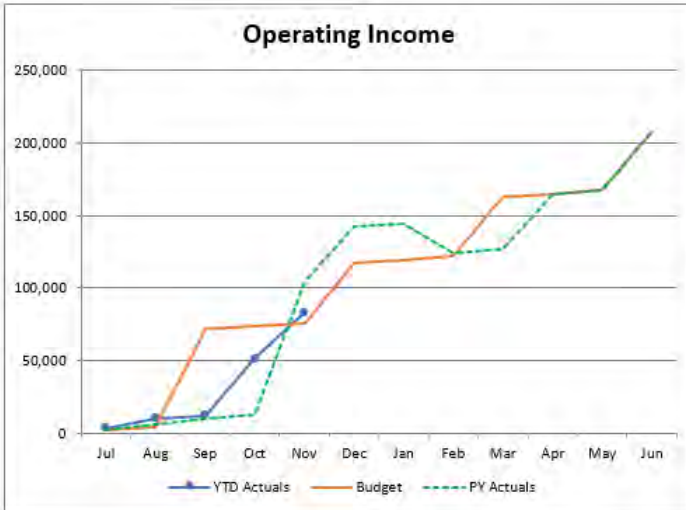
- Searching for unaccountable items during stocktake.
- 4RFM interview with Katie Dowd and Nicole Mulligan on Youth Program "*Dino and Halloween*".
- Onboarding the Liveability and Sustainability Team to CRM.
- Celebrate Grandparents Day.
- Celebrate International Games Day with board games.
- Presentation of Council Museum Website at Libero Symposium.

### ***Community Engagement, Programs and Events***

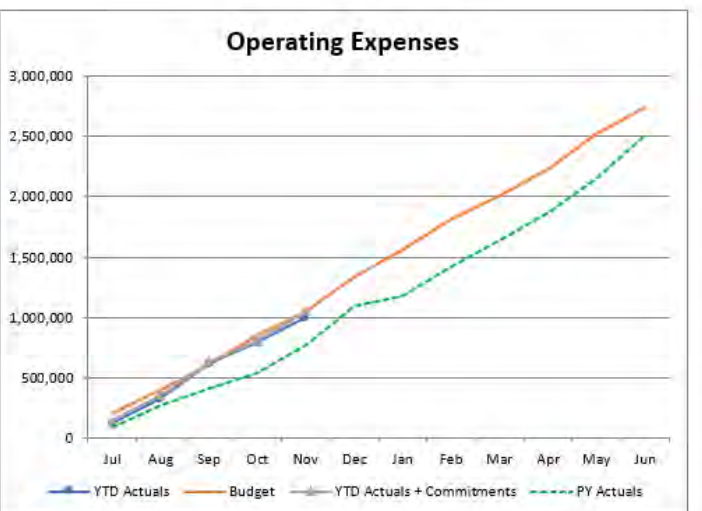
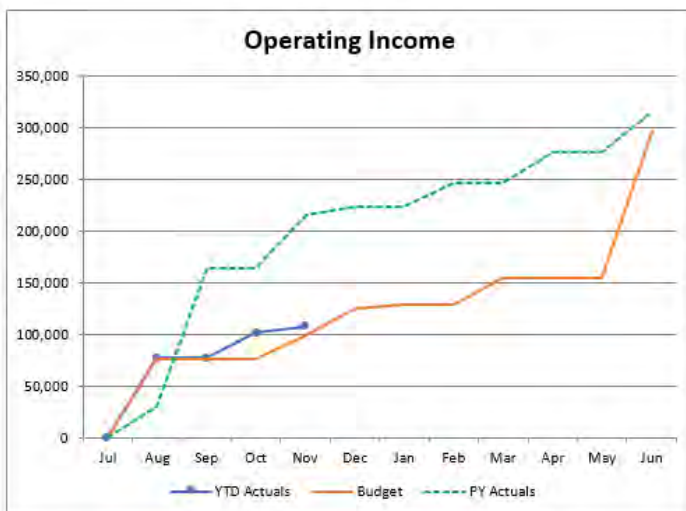
- Three 'Dry Lands to High Hopes' events, funded by the QLD Government's Community Drought Support Program will be hosted before the end of the year. This includes two family movie nights in Nebo and Middlemount and a Christmas Party in Twin Hills.
- The Christmas Lights competition winners will be announced in Mid-December.
- Australia Day Award nominations will close with winners to be determined by the Mayor in consultation with Councillors. Arrangements for Australia Day events are well underway.
- Upcoming community events include Clermont Christmas in the Park, Dysart Christmas Carols and Twilight Markets and the Carmila Christmas Tree event plus many school awards ceremonies and celebrations.

## FINANCIAL REPORT

### Community Hubs



### Community Engagement, Programs and Events



## ECONOMY & PROSPERITY

### PREVIOUS MONTH'S ACHIEVEMENTS

The St Lawrence Wetlands Weekend was nominated in the Queensland Tourism Awards and was awarded "GOLD" for Festivals and Events category ahead of Silver: Rare Spares Rockynats Car Festival and Bronze: Birdsville Big Red Bash. The St Lawrence Wetlands Weekend is now automatically entered in the Australian Tourism Awards representing Queensland in this category.

#### Economic Development

- Appointment of the Economic and Tourism Development Advisor role is pending with an offer made and likely start date the end of January.
- The BHP STAC/GW3/Telstra Digital connectivity project continued with internal and external participation in the project, Council has formally received the request for in principle support for development on two parcels of Council land and commercial terms, internal review of the proposal is being conducted prior to report to Council.
- Further digital connectivity works occurred with meetings with Telstra representatives to identify potential Isaac region projects for RCP and Mobile blackspot upcoming funding programs, being Strathfield on the Peak Downs Highway, Nebo, Coppabella and Clermont were both identified as potential projects for upgrades as well as other black spot areas with Belyando highway north of Clermont being considered in Telstra planning.
- Continuation of participation in the CRC TiME project with a Regional hub round table (all five hub secretariats) planned for 29 November.
- Strategic Recovery plan works including report to Council on the annual review and status of each action item, review of the Community Chest conducted and report to extend the TOR to June 30 2022 and continued watching brief on the business conditions pending the Phase 4 post vaccination reduction of travel restrictions.
- Submission to the Fiery Ck Wind farm Aviation impact assessment was conducted.
- Engagement with Dyno Nobel on their Hydrogen project.
- Continued works to the Resource Excellence hub and Mining interpretative centre occurred with the allocation of land report to Council and discussion with Qld Mines Rescue on their potential requirements for water and sewer usage/pressure to assess indicative costings for connection of such.
- Continued participation in the MIW Export hub with planning towards what the future of the hub looks like post initial funding stage as well as the Qld Local Content Leaders network with its November session.

#### Business Support

- The Shop Isaac Xmas retail campaign was a focus with the "Business Shout out" social media campaign due to commence on 6 December (refer posters and design in the Info bulletin below for details).
- The Isaac Business alliance project continued in partnership with GW3 and the report pending in early December to the Steer committee following the business engagement events, workshopping business alliance models and desired outcomes of the project.
- Engagement with GW3 occurred with the onboarding of its regional grants officer funded through LBF and initiatives as in Grant Guru program to promote increased outcomes and opportunities to business and community for grant funding.
- Continued distribution of information through its e-bulletin with the second issue occurring, participation in Small Business friendly council steering meetings and other Business support engagement occurred.
- The Economic and Business Resilience officer will do introduction to businesses through the roll out of the Shop Isaac Xmas campaign and collateral.

## Tourism

- Economy and Prosperity Team submitted a submission on behalf of Isaac Regional Council for the Queensland Tourism Awards in the Events Category. The Awards were held at Gala Ceremony and Dinner on the 12 November at the Brisbane Convention and Exhibition Centre. Isaac region had a strong contingent representing our region at the event. St Lawrence Wetlands Weekend was awarded “GOLD” for Festivals and Events category ahead of Silver: Rare Spares Rockynats Car Festival and Bronze: Birdsville Big Red Bash. The St Lawrence Wetlands Weekend is now automatically entered in the Australian Tourism Awards representing Queensland in this category.
- Evaluation and recommendation for procurement for the RFx No. IRCQ-ALL5-0921-1023 Signage is now complete and is now with Procurement for evaluation and approval. This will mean a significant amount of signage in the area renewed at Clermont, Nebo, Mt Britton, Lake Elphinstone, Middlemount and Isaac Coast.
- Further to the above Nebo water Street Susie whitehead story board and TCD entry sign are all due for completion and installation.
- The Strategic Planning Steering Group for the St Lawrence Wetlands Weekend met for the first time on the 10 November 2021. The group worked through a number of key items including:
  - St Lawrence Wetlands – Tourism or Community event, functions and oversight of the Strategic Planning groups, Sponsorship, funding and budget, Theme, Venue/s, Celebrity Experiences and drawcard attractions.
  - Water Street Signage 13 in total are currently with the Economy and Prosperity and BMC team for proof-reading. Once this has been completed, they will be ready for approval, printing and installation.
- Nebo Hotel has secured Matt Golinski for their first Paddock to Plate dining experience which will be held on “Strathdee” on the 30 April 2022. This property is located approximately 15 klms from Nebo and approximately one hour’s drive from Mackay just off the Peak Downs Highway. The dinner will showcase local produce in the Isaac, Mackay and Whitsunday regions and in particular beef from the Nebo area.
- Support to the delivery of the Moranbah Miners memorial Spring carnival race day with a successful day occurring with minimal investment in time of Council with only pre-planning and sponsor area provision/set up occurring.

## Asset Management

- Completion of the Clermont Aerodrome resealing project was done with no issues and excellent surface outcomes.
- Clermont aerodrome business development initiatives were being reviewed with potential opportunities for flights to occur through two differing providers to the Bravus Carmichael mine site for works and passenger flights being assessed.
- Clermont Saleyards audit of sale day practices occurred with the WH&S team to review and document procedures and initiatives to provide effective, efficient and safe management of sale activities. Recent wet weather has increased work requirements for saleyards staff in managing feeding of stock and transit cattle.
- Continued delivery of the Clermont Saleyards and showgrounds Stage 2 projects, development of the Nebo Showgrounds Master Plan and Theresa Ck Dam master plan occurred.
- Monash Lodge EOI is awaiting Council briefing to progress outcomes of that project.

## **EMERGING ISSUES**

Provision of labour to the Clermont Aerodrome for runway assessment and refuelling has been a business continuity risk with the resignation of both the existing back up refueller and the internal employee who had

conducted and expression in the position but never got to undertake the training due to resigning. Contract labour for refuelling is having to be conducted for the Clermont Aerodrome officer to take personal leave prior to Xmas.

Similarly, provision of labour to meet services at Clermont Saleyards has been a risk with the growth of the business and the ability to supply regular contract labour proving difficult.

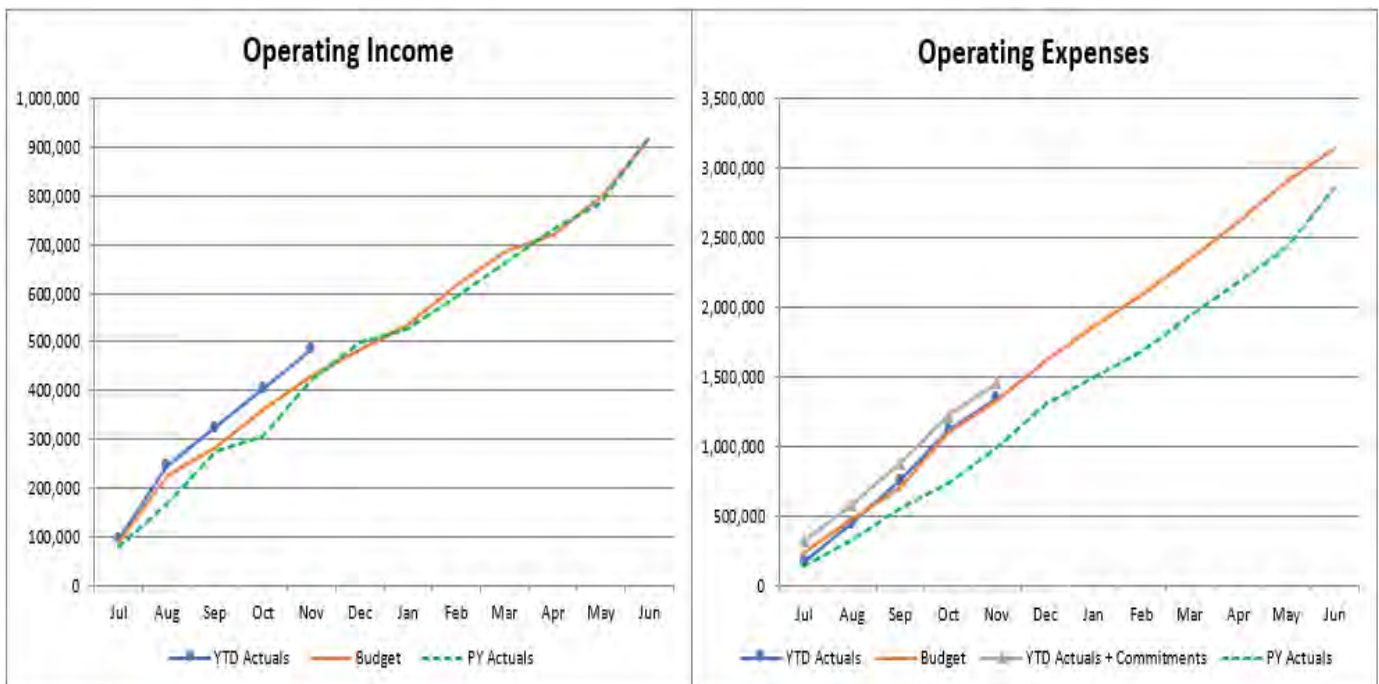
Given this a report to Council for a 12 month fixed term permanent part time Saleyards and Aerodrome Officer has been developed for Council to consider.

Similarly resourcing of Economy and Prosperity projects with the initial vacating of the Recovery coordinator backfilling internally and then recruitment of the Advisor role hampering delivery as well as the resignation of the Economy and Prosperity Departmental Coordinator role.

## NEXT MONTH'S PROGRAM

With the Xmas break team leave and vacancy of roles Economy and Prosperity with focus on delivery of core projects with Shop Isaac Xmas retail campaign, TCD MP, Nebo MP, Clermont Saleyards and Showgrounds Stage 2 projects, Digital connectivity project, St Lawrence Wetlands Weekend planning, PAG and Budget.

## FINANCIAL REPORT



## DEVIATION FROM BUDGET AND POLICY

Revenue is significantly up with Clermont Saleyards, Clermont Aerodrome and Theresa Ck Dam all providing above budgeted revenue.

Expenditure to meet such is slightly up with pressure on existing staff to meet service delivery occurring with inconsistent supply of contract labour a concern.

**Shop Isaac Collateral**

New logo;



Xmas Retail campaign poster;



**SHOUT OUT A BUSINESS**  
*this christmas to win*

This Christmas, let's show our Isaac businesses some love! Simply comment on Council's Facebook post with a photo, your entry details **plus** tell us in 25 words or less why you love that Isaac business to go in the draw to **win one of 8 gift cards** across the Isaac region!

For more information on how to enter, visit [isaac.qld.gov.au/shop-isaac](http://isaac.qld.gov.au/shop-isaac)

**6 December - 19 December**

**7** TOWNS   **8** WINNERS   **2** WEEKS

**How to enter**

- 1 Take a photo of an Isaac business, or a product or service from an Isaac business
- 2 Comment on Council's Facebook competition post with the photo and your entry details... **Plus** tell us in 25 words or less why you love that Isaac business

Competition closes Sunday 19 December, 2021 with winners announced Tuesday 21 December, 2021.

**Almost \$2000 in gift cards to be won!**

**7 x \$100 winners** a winner from each community  
**1 x \$1000 winner** grand prize from all entries

Terms and Conditions apply. For more information, visit [isaac.qld.gov.au/shop-isaac](http://isaac.qld.gov.au/shop-isaac)



**Shop Isaac**  **ISAAC REGION**

Visit [isaac.qld.gov.au/shop-isaac](http://isaac.qld.gov.au/shop-isaac) for more information or call 1300 ISAACS (1300 47 22 27).



**Replacement Moranbah Airport billboard;**



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## COMMUNITY FACILITIES

### PREVIOUS MONTH'S ACHIEVEMENTS

#### Overview:

This month was headlined by:

- Halls and Centres are receiving a steady stream of event bookings and in addition, continue to host various functions and events.
- Following the approval of the revised Standard Terms documentation, the writing of leases has recommenced strongly.
- The Leasing Framework was presented and at last week's ELT and will be workshopped with members of the Community Tenure and Facilities Advisory Committee in early December.
- The Greg Cruickshank Aquatic Centre Water Park Request for Quote/Tender has been released.

#### People:

- All Departmental staff are fit and well.
- Isolated issues relating to Covid-19 (second vaccine shots) are being reported and addressed as they arise.
- Department Meetings continue on a regular basis.
- The Moranbah Area Facilities Leader role has been filled with the appointment of Rebecca Cox who will oversee both the Moranbah Community Centre and the Greg Cruickshank Aquatic Centre.
- The Moranbah Community Centre Cook role has not yet been successfully filled. Contingency planning continues with various Officers supporting "behind the curtains".

#### Assets:

- All Halls and Centres continue to function well.
- Reactive maintenance is ongoing and well within service delivery standards.
- Functions and events continue across all sites with consistent patronage recorded at the Moranbah Community Centre.
- Dysart Civic Centre and Moranbah Community Centre hosted Graduation nights for their respective High Schools.
- Middlemount Hall has been host to a couple of larger events with a significant one upcoming in the first week of December.
- Middlemount Pool Toddler Pool sluice valve changed out
- Clermont Dive Blocks issues have been rectified
- Glenden Recreation Centre roof leaks throughout the centre
- Nebo Pool – Shade sail damaged in storm – recoverable through insurance and has been ordered
- Carmila Hall playground shade cover damaged in storm – recoverable through insurance and has been ordered
- Middlemount Pool shade sail damaged

Recent catering at Moranbah Community Centre



Some of the GCAC staff graduated this year!



## Leasing:

The Senior Community Leasing Officer attended to the following actions during the period:

- Drafted one lease
- Created and released an Expression of Interest for a lot in Powerhouse Lane, Clermont
- Received four Applications for Work for various assets and sent for action
- Issued two Form 7 Notice to Remedy Breach to a pool lessee

- Arranged Blue building, Bacon Street to be rekeyed to Bi-Lock the system - Moranbah Men's Shed has still not emptied all possessions

## Cemeteries

- Several burial location enquiries for CLM Cemetery
- Enquiry for burials on private properties of Monteagle and Elgin Downs
- Funerals in Clermont and Nebo
- Dysart Cemetery Tree - Requests for 2 quotes emailed to suppliers, 1 declined to quote.
- A large number of plaque requests have been supported
- The Cemeteries Officer continues the work required for the Community Facilities Strategic Planning exercise in the identification, collection and collation of historical and current data relative to Departmental assets. This work will form the foundation of forward planning and the identification of past works, recommended works and outstanding issues.

## Health and Safety:

- All WHS KPIs are being met
- Member of staff had a table drop on her toes when a client was trying to get an extra table
- All Covid protocols are being followed in accordance with QLD Health Directives.
- All staff are fit and well.

## **EMERGING ISSUES**

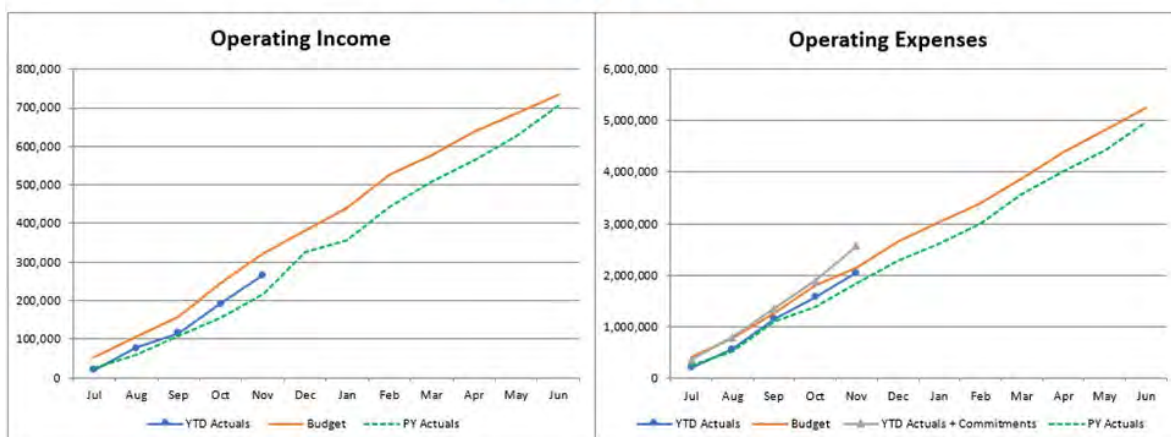
- Middlemount Pool shell and subterranean subsidence.
- Ongoing supply chain restrictions, particularly relating to freight delays.

## **NEXT MONTH'S PROGRAM**

- Strategic Planning – Community Facilities – ongoing;
- Capital Works – focus on the GCAC.
- Slow down during the Christmas period

## **FINANCIAL REPORT**

### Operational Result From Period 1 - 5, 2022 Community Facilities



## INFORMATION BULLETIN

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Operating income from the GCAC is expected to significantly increase with the onset of hotter weather and the renewal of annual passes:

- Pool Management fees can be expected to be reflected in coming months.
- Reactive maintenance requirements headline operational costs.
- GCAC wages are significantly skewing the reporting – representations will be made in Q1 budget reviews.

### **DEVIATION FROM BUDGET AND POLICY**

Nil for this period

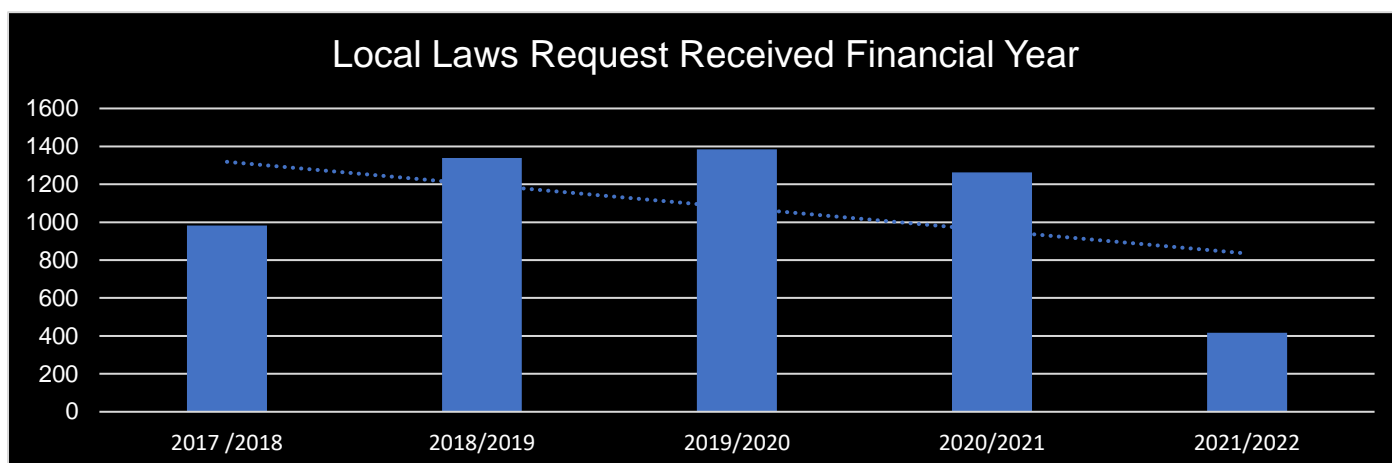
## COMMUNITY EDUCATION & COMPLIANCE

### PREVIOUS MONTH'S ACHIEVEMENTS

#### Animal Management - Registered Dogs

Description	September 2021	October 2021	November 2021	Financial YTD
New Dogs Registered	45	34	30	185
Puppy Registrations (inc in registration numbers)	12	8	14	59
Dog Registration Renewals	326	18	10	1158
<b>Total Registered</b>				<b>1343</b>
Dog Registration – non renewals				524

#### Local Laws Compliance Customer Request Activity



The Local Laws unit received 62 requests in November 2021 resolving 40 requests during the period. The remaining service request is under ongoing investigation.

#### **Building Services**

Description	September 2021	October 2021	November 2021	Financial YTD
Concurrence Applications	2	0	3	6
Building Works Application	0	0	0	0
<b>Total Received</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>6</b>
<b>Total Decided</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>6</b>

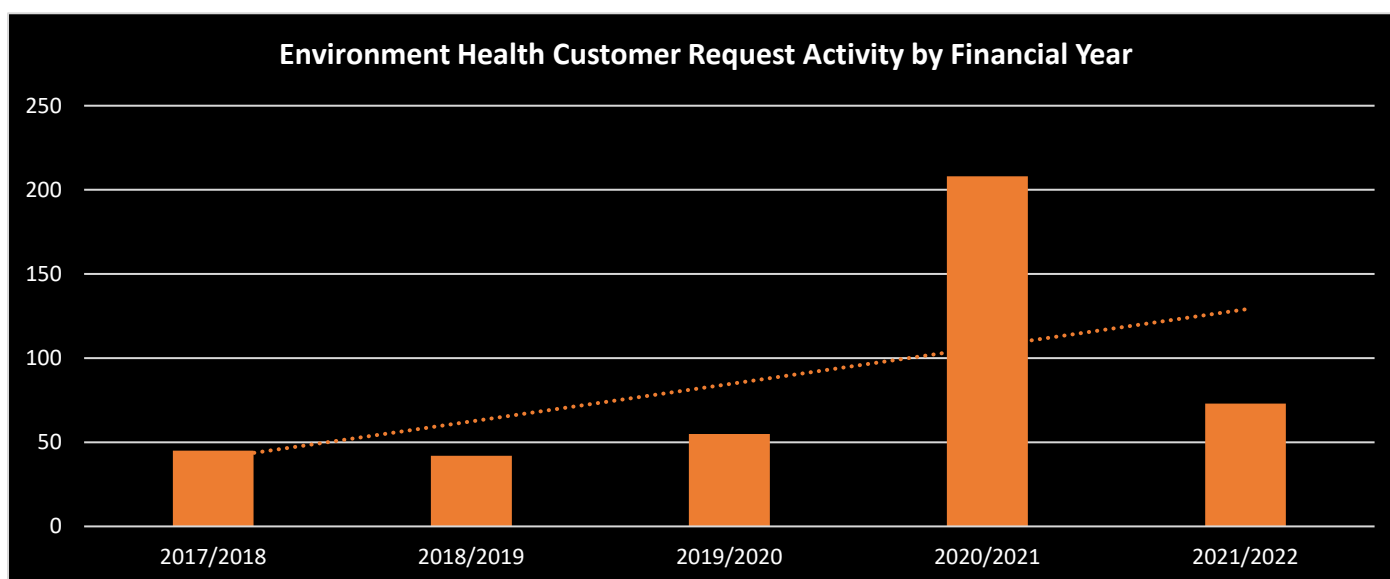
Description	September 2021	October 2021	November 2021	Financial YTD
Building Inspections	3	0	0	5
Pool Safety Inspections	0	0	0	0
Building Compliance Inspections - internal leasing	0	0	0	0
Building Property Searches	20	8	6	59
Archiving of private other certifier approvals	10	11	8	49

### Plumbing Services

Description	September 2021	October 2021	November 2021	Financial YTD
New Applications	5	7	6	37
<b>Total Decided</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>37</b>

Description	September 2021	October 2021	November 2021	Financial YTD
Plumbing Inspections	13	5	22	72
Trade Waste Audits	1	1	0	8
Backflow Testing	19	10	16 + (22) (Thermostatic Mixing Valves)	137 + (22)

### Environmental Health Services



Environmental Health Services received 10 requests in November 2021 and resolving 15 requests, including 5 requests from previous periods.

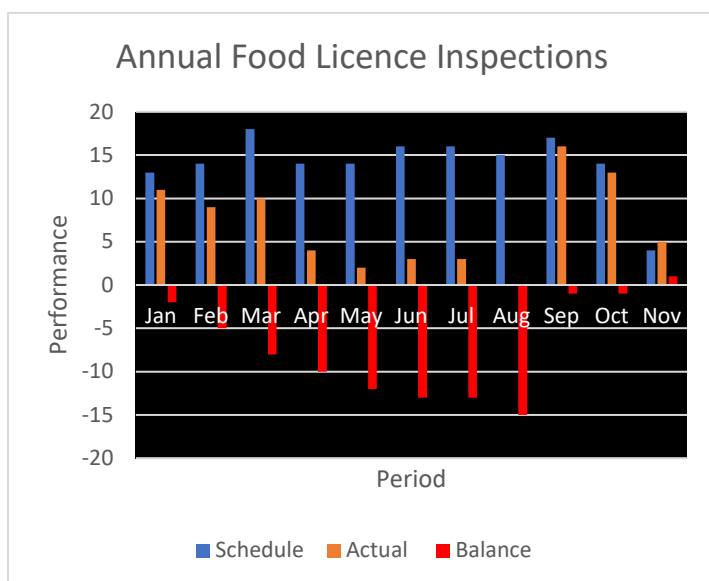
# INFORMATION BULLETIN

## Licensable Activities

Type of Licence	Number
Full Food Licence	156
Non for-profit food licence (notes)	13
Temporary food licence (notes)	7
<b>Sub-Total</b>	<b>175</b>
Personal Appearances Services	2
<b>Total</b>	<b>177</b>

Notes:

- Temporary licenses and Non for -profit licenses are investigated at the time of issue and are not included in the annual inspection schedule.
- Inspection are conducted when a complaint of service request is received and or when a single large event takes place for example the Clermont Show when officers conduct an inspection program for that that event.
- These license types are commonly issued for once of events.



During the reporting period 5 food premises were inspected.

Service Level	Target	November 2021	Calendar YTD	Current Performance %	Service Level Type
Annual inspection of licensed food businesses undertaken	156 premises	5	76	48%	Operational
Annual inspection of licensed businesses that provide higher risk personal appearance services undertaken	2 premises	0	2	100%	Operational

Applications Received	November 2021
Number of Food Business Licence Applications (Amendment of licence)	1
Number of Food Business Licence Applications (New Business)	8



## INFORMATION BULLETIN

Number of Short-Term Food Business Licence Applications	0
Number of Mobile Food Business Licence Applications	0
Personal Appearance Service	0
Annual Food Licence Renewals Received	52
Annual Food Renewal Licences Issued	56
Annual Personal Appearance Service Renewals Received	1
Annual Personal Appearance Service Renewals Issued	1

### Highlights

A team from Isaac recently competed in the Local Government's Rural Challenge, the team included Susan Beale - Community Education Officer CEC, Kent Worsley - Senior Biodiversity Officer Liveability and Sustainability, Lauren Barty, Departmental Administration Officer Engaged Communities and Sheridan Lange, Information Management Officer Information Solutions with the team taking out 2<sup>nd</sup> place.

### Administrative Services

Administration team is in process of updating all the community Education and Compliance forms currently on IRIS to bring them in line with current branding, formatting and the customer experience in mind.

### Recruitment

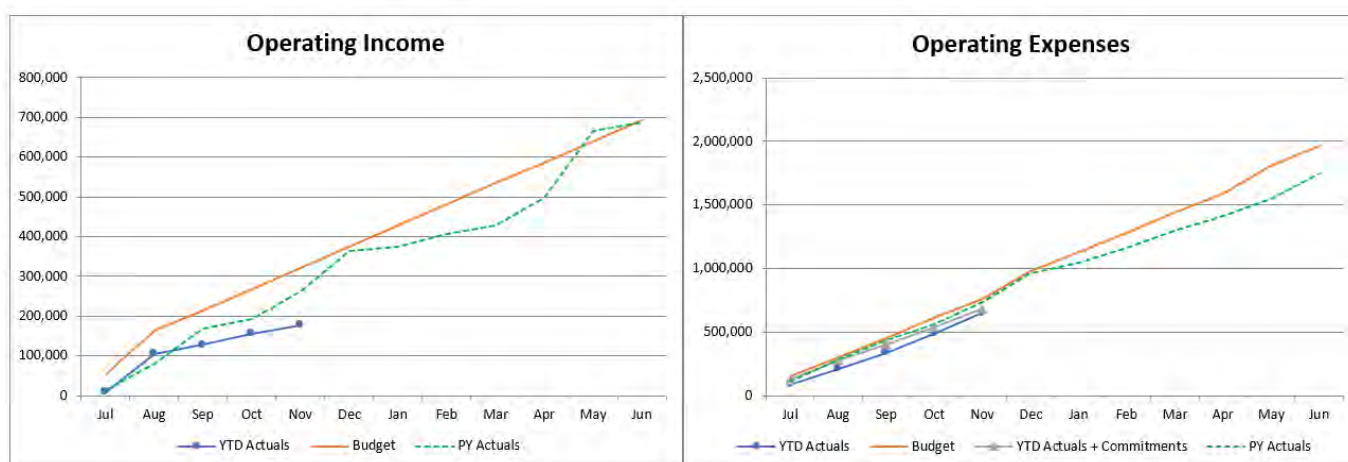
The appointee for the Community Safety and Animal Management Officer role will be commencing with Council on the 6 December.

Recruitment in progress for the Lead Environmental Health Officer and Graduate Environmental Health Officer positions.

### NEXT MONTH'S PROGRAM

With the Xmas break team leave and vacancy of roles Community Education and Compliance will be focusing on delivery of core operations.

### FINANCIAL REPORT



# INFORMATION BULLETIN

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**Report Authorised By:**  
DAN WAGNER  
**Director Planning, Environment and Community Services**

Date: 30 November 2021

## ATTACHMENTS

- Nil